

Guidelines for applying for support from the FDSF (Faculty Development Support Fund)

All full-time faculty (tenure-track, tenured, visiting faculty, and non-tenure-track faculty) are eligible to apply for funding from the Faculty Development Support Fund. Calls for FDSF applications are issued twice each fall and spring semester with an additional opportunity added during the summer if funds are still available. Faculty may apply for funding at the time of any call; they do not need to wait for the call closest to an event to be attended. FDSF application deadlines are listed on the HSH calendar and are communicated through the HSH Announcements; however, campus-level deadlines supersede college deadlines.

All requests for support for travel, including both domestic and international travel, should be submitted on the most recently updated Travel Authorization Form, available from the [UHCL Travel Office](#). Be sure to check that site for the most updated version of the Travel Authorization Form; the Travel Office will send back any application not on the current form and will require that it be updated. Applications for support for domestic travel (defined by UHCL as travel in the US, Canada, or Mexico) must be submitted no later than 4 weeks prior to the departure date. Applications for support for international travel (defined by UHCL as travel outside of the US, Canada, or Mexico as well as travel to Hawaii) must be submitted no later than 6 weeks prior to the departure date. As per the requirements of the Travel Office, applications for international travel must include two forms: the Travel Authorization Form and the Export Controls and Travel Embargo form.

Upon completion of the FDSF application, please submit your materials electronically to the chair of the FDSF committee. Incomplete applications and applications not submitted electronically will not be forwarded to the FDSF committee for review. Committee decisions constitute recommendations to the dean who reviews the recommendations and determines approval. Please keep in mind that campus-level policy prevents the retroactive filing of travel-related expenses: the only expenses that can be reimbursed retroactively are for items not pertaining to travel, such as conference/association registration.

In order to be complete and to be considered by members of the FDSF committee, an FDSF application must include the items below. The second and third items are not necessary if the request does not involve travel:

1. FDSF Request Form (available in the “Individual Funding and Course Releases” section of the [HSH Faculty Resources web page](#))
2. Travel Authorization form* (available from [UHCL’s Travel Office](#))—The most recent version must be used, and all portions must be typed or the form will not be accepted by the Travel Office
 - a. For “Department,” list HSH, not your academic program or your department within HSH.

* This form is not necessary if the FDSF request does not involve travel.

b. Under purpose of trip and benefit for UHCL, include information about the activity to be funded and the benefit of that activity to the college or university

c. On the travel form signature lines:

i. You—the traveler—and your Department Chair will sign the form prior to submitting. Type your name in the Traveler area and sign and date the form. Type the name of your Department Chair in the Supervisor area, and ask your Department Chair to sign your form before you submit it.

ii. Type “Miriam Rouziek” in the Business Administrator area, and “Glenn Sanford” in the Dean/Department Head area. Dean Sanford and Ms. Rouziek will sign upon approval of your request.

d. If you have any questions about your vendor ID, please contact Jacqueline McGregory (McGregoryJ@UHCL.edu) in the HSH Business Office.

3. An indication of the title or other kind of description of the work to be completed as well as a letter verifying your invitation/acceptance to present that work (a letter or email from a conference chair or someone in like authority) *

Regarding travel for the presentation of original research or creative work, multiple presentations at the same event should be listed on the same request, but multiple instances of travel cannot be combined on the same request. If support for multiple instances of travel is being requested, each must be submitted as a separate request. In any given year, faculty are eligible to apply for FDSF funding multiple times until they reach the individual cap determined by the FDSF committee at the beginning of the year. For questions about the FDSF process, contact the chair of the FDSF committee or the associate dean.

* This form is not necessary if the FDSF request does not involve travel.