

## Professional Development Guidelines for conference and flex funds 2024-25

### Conference participation and flex funds

The Provost's Office supports faculty research and creative activities through professional development funding for conference participation or flex funds to support research.

All full-time faculty are eligible to apply for professional development funding up to \$1500 each for the 2024-25 academic year. Pre-tenure faculty can also apply for additional funding if needed; see details below.

When used for conference participation, funding is reserved for cases where the faculty member is presenting their work. Flex funding can cover other support for research, including research materials, software or datasets, small equipment items, etc. If you have other sources of funding (grants, start-up funds, or endowed professorships), or if a conference offers any sources of funding for applicants, please plan to use those sources first.

We aim to approve applications for funding from as many full-time faculty members (tenure-track and non-tenure track) as possible. Applications should provide a clear connection to the faculty member's three-year plan and a trajectory directly to publication, presentation, off-campus performance or exhibition. Funding of at least \$1500 is guaranteed for pre-tenure faculty members, and tenured faculty planning to apply for promotion will receive priority.

If demand exceeds available funds, the Provost's Office evaluates applications based on those guidelines.

International conference and/or research travel may be funded above the \$1500 limit if it clearly connects to a faculty member's three-year plan and is essential to their work. International travel will be supported by the College subject to CDC/State Department advisories.

**Deadlines.** Requests must be made by December 1 to receive full consideration, even if the details of your conference participation or research activities are not yet clear. Rolling applications will be accepted until April 1, pending availability of funding. Pre-tenure faculty may apply for additional funding beyond \$1500 before or after December 1. For these applications, please include a separate explanation of why additional funding beyond \$1500 is essential for your progress toward tenure. Your submission will be considered by the Provost's Office pending available funding after December 1.

**Application.** To apply for funding, please fill out the funding request survey [here](#). Faculty who need to make changes to their plans after completing the survey should contact [professionaldevelopment@ursinus.edu](mailto:professionaldevelopment@ursinus.edu) as soon as those changes are known.

**Funding for part-time faculty.** Professional development funding will be offered on a limited basis to part-time faculty as either travel or flex funding. Funding will be pro-rated at a limit of \$150 per course taught. Funding must be used during an active teaching semester and does not carry-over from one year to the next. Part-time faculty can apply for funding through the [survey](#) – please reach out to [professionaldevelopment@ursinus.edu](mailto:professionaldevelopment@ursinus.edu) with any questions.

**Instructions for reimbursement.** When requesting reimbursement, please follow the instructions provided by the Finance Office and be prepared to submit scanned copies of your receipts within 90 days of conference participation. If receipts are not submitted within 90 days, reimbursement may be delayed. Reimbursement requests for expenses that have not been submitted through the prior application process described above cannot be accommodated. Any questions regarding funding or reimbursement can be directed to [professionaldevelopment@ursinus.edu](mailto:professionaldevelopment@ursinus.edu).

After presenting at a conference, all recipients of professional development funding are required to fill out the Faculty Good News form, which can be found [here](#). We may feature your conference activities in the Academic Affairs newsletter or other venues. Recipients of flex funding will submit a short summary of the work made possible by flex funding in a separate form.

### **Funding for pedagogy conferences**

The Provost's Office supports faculty development in pedagogy through funding for travel to pedagogy conferences. A small number of grants capped at \$500 each are available to full-time faculty attending pedagogy conferences to advance their teaching. This funding is in addition to the general professional development funds. If you are presenting at a pedagogy conference as part of your own scholarship, you can apply for the general professional development funds.

Requests must be made by December 1 to receive full consideration, even if the details of your conference participation or research activities are not yet clear.

Please fill out the funding request survey [here](#). Recipients of funding for pedagogy conferences submit a short summary of their participation at the end of the academic year and agree to present take-aways from their conference at a TLI event. Recipients of this grant also agree to share insights with the college community at a TLI event or similar opportunity.

### **Funding and other support for open-access publication**

At the current moment, the Provost's Office does not have dedicated funds to support fees to academic or commercial publishers for open-access publications, although faculty can use their flex fund toward this purpose. Where needed, we encourage faculty to use external grants for these fees.

We wish to make faculty aware that thanks to efforts from the Myrin Library staff, all faculty have a number of options to publish open access in a variety of journals without fees. Specifically:

- Cambridge University Press – Read and Publish Agreement: UC Faculty authors can now publish open access articles as corresponding authors in Cambridge University Press Journals and have their author processing fees waived. Made possible through one of Myrin Library's consortia: LYRASIS; read more details [here](#).
- American Chemical Society – Read and Publish Agreement: Ursinus College Faculty authors can now publish open access articles as corresponding authors in American Chemical Society Journals and have their author processing fees waived. Made possible through one of Myrin Library's consortia: PALCI; read more details [here](#).
- Company of Biologists – Read and Publish Agreement: UC faculty can publish open access articles without processing fees in five journals: *Development*, *Journal of Cell Science*, *Journal of Experimental Biology*, *Disease Models & Mechanisms*, and *Biology Open*. Read more details [here](#).

- All faculty are also invited to use Myrin Library's Digital Commons to provide open-access versions of their published work to the public. The Digital Commons is a permanent digital archive designed to preserve and showcase the intellectual, creative and scholarly achievements of the Ursinus College community. See [here](#) for more information.