

FACULTY DEVELOPMENT COMMITTEE
APPLICATION FOR INDIVIDUAL FACULTY INCO FOUNDATION GRANTS

PURPOSE OF THE GRANT: The Faculty Development Committee accepts applications for INCO Foundation Grants for projects that will enhance the teaching qualifications, expertise, and experience of faculty members. Funding for these grants is awarded on a competitive basis. Paper applications will not be accepted. Please access the Dynamic Forms application link [here](#), the Faculty Grant Opportunities link on the Faculty Senate website, or through the Faculty Resources link on the Academic Affairs website.

ELIGIBILITY OF APPLICANT:

- All full-time MU faculty on the Huntington campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty on the South Charleston campus holding the rank of Assistant Professor or higher are eligible.
- All full-time MU faculty with renewable term contracts holding the rank of Instructor or higher are eligible.
- Administrators at or above the position of Dean are ineligible.
- Awards are limited to a maximum of \$1,200 per faculty member per academic year and \$3,500 per faculty member over the past five academic years. Applicants who have met these funding limits within the prescribed period of time are ineligible.

ELIGIBLE PROJECTS: *Eligible projects* include such activities as tuition for continuing education courses, registration and travel expenses for professional meetings, workshops, courses, conferences and other similar purposes where the faculty member will increase his/her knowledge relative to teaching. *Ineligible projects* for funding include activities such as those that request equipment purchases, tuition for a degree program, exams/certifications, and support of activities that involve conducting research, gathering data or presenting data at meetings.

This program does not support activities that qualify solely for Research Committee funding such as presentations at meetings (Quinlan funding) or conducting research (Summer Research Awards). However, the committee recognizes that faculty members often attend conferences with significant application to BOTH research and instructional development. A faculty member presenting a paper or otherwise participating in a research meeting that also has a significant instructional component may apply to INCO to support the instructional component, but the applicant's funding eligibility will be reduced to \$600 or half the total project budget, whichever is less.

APPLICATION CRITERIA: Applications without a complete and itemized budget for expenditures will be regarded as incomplete. Incomplete applications will not be eligible. Successful applicants will clarify their level of participation, offer a detailed explanation of how the project will improve teaching qualifications/methodologies, and describe how the proposed activity might benefit one's department, college, and the university community.

DEADLINES AND NOTIFICATION: Applications must be submitted prior to the start date of the proposed activity. The committee reviews applications three times per academic year: October 1, February 1, and April 1. Applicants will be notified of the committee's decision within three weeks of the review date. Applicants who need confirmation of funding prior to the start date of the proposed activity should allow ample time for the review process.

REIMBURSEMENT & FINAL REPORT: Recipients are reimbursed for their expenses after the activity is completed. In order to receive full reimbursement for funded activity, awardees must submit all appropriate receipts together with a 400-word summary of his/her activities within 30 days of return from the funded activity. The award will be withdrawn and no reimbursements will be made if the receipts and the activity summary are not received by this time.

ASSISTANCE WITH THE APPLICATION: Questions concerning the application process should be directed to the FDC member from the applicant's college or to the committee chair.