**Grant Program Name: Carol Dobrunz Endowment Fund**

Funding Source: UWL

1. Introduction

This fund supports conference costs for **non-tenured faculty or instructional academic staff (IAS) with a continuing appointment.**

II. Program Description

The Carol Dobrunz Endowment Fund supports the following conference costs for eligible non-tenured faculty and IAS with a continuing appointment: registration, travel (including meals), and lodging costs. To be eligible, the conference in the application must occur between July 1 and June 30 of the upcoming year.

III. Award Information

A. Project Dates of Award: July 1 – June 30 of the upcoming year (To be eligible, the conference in the application must occur between July 1 – June 30 of the upcoming year.)

B. Number of Awards: Contingent upon funding availability

C. Funding Amount: Up to $1,000 per award

IV. Eligibility Information

A. PI Eligibility:

PIs must meet all of the following criteria to be eligible:

* Must be employed at UWL with at least a 75% appointment
* Must be either a non-tenured faculty or instructional academic staff (IAS) with a continuing appointment
* Must be attending a national conference within their discipline
* May not have previously received this award

B. PI Number Limit:

Projects may be proposed by one applicant.

C. Limit on Number of Proposals per PI:

Applicants may receive funding from this source once.

V. Proposal Preparation and Submission Instructions

It is recommended that all items be saved in PDF format if possible for easier viewing by the committee. Please verify the links within your Digital Measure grant report work properly before submission.

A. Letter of Intent (if applicable): N/A

B. Full Proposal Preparation Instructions

**Digital Measures Entry: Internal Grant Proposals Page**

***Funding Source:*** Select “UWL Grant.”

***UWL Grant Program Name:*** Select “UWL Foundation Carol Dobrunz Grants.”

***Project Title:*** Provide a self-explanatory title.

***Area of Focus:*** Select “Scholarship/Research” and/or “Teaching” as applicable to the proposed conference.

***Date of Grant Proposal Submission:*** Enter the date the grant will be submitted. Make note of the date, which is later used to generate the Grant Proposal Report.

***Start and End Dates of Project:*** Enter the dates the conference will take place.

***Current Status:*** Select “Currently Under Review”. You will change this once you receive your letter from the committee regarding the award decision.

***Grant Award Letter:*** Leave this section blank. If your proposal is funded, attach your award letter here.

***Amount Funded:*** Leave this section blank. If your proposal is funded, enter the amount funded.

***Final Report:*** Leave this blank.

***Investigator(s)****:* Designate your role in the project as “Principal.”

***Amount of Proposal:*** Enter the total amount being requested. The total may not exceed $1,500.

***Additional Funding Sources Applied for:*** If you have already submitted or intend to submit this project to other internal or external sources, please indicate to whom and when. Also note any department and/or college support.

***Abstract:*** Provide the information below under the following headings:

* **Conference Information:** List the title, location, and dates of the proposed conference the applicant will attend. Indicate whether the applicant will present at the conference.
* **Award Criteria:** Address the following questions:
	+ Does the applicant have at least a 75% appointment at UWL?
	+ How many years has the applicant been at UWL in their current role?
	+ Is the applicant’s appointment type (1) non-tenured faculty member or (2) IAS member with a continuing appointment?
	+ Is this a national conference within the applicant’s discipline?
	+ Has the applicant previously received this award?
* **Conferences the Applicant Attended the Year Prior to this Academic Year:** List any conference(s) the applicant attended during the year prior to this academic year, and indicate whether the applicant presented at each conference.
* **Budget:** Indicate the total budget request.

***Proposal Narrative:*** Upload a single document that contains the proposal narrative.

***Budget:*** Upload the completed budget template.

***Budget Narrative:*** Upload the budget narrative.

***Revised Budget and Revised Budget Narrative:*** Leave this blank. If your proposal is funded, you may be instructed to upload revised budget materials here.

***Letters of Support:*** Leave this section blank.

***Additional Supporting Documents:*** Leave this section blank.

***Approvals:*** Enter your initials to indicate you will acquire the required approval from your chair/unit director and dean/division director prior to submission. See Section V.E. Submission Requirements.

**Proposal Narrative**

The proposal narrative is limited to 2 pages. A font size of 11 should be used and line spacing of no less than 1.5. ***Address the following criteria****:*

1. Describe the nature of the conference and how it relates to the applicant’s discipline.
2. Articulate why the conference is important and relevant to the applicant’s professional development and/or curriculum development.
3. State whether the applicant will be giving a presentation and/or formally participating in some other way at the conference.

**Proposal Approval Process**

The PI is responsible for obtaining approval from their chair/unit director and dean/division director prior to submitting an application (see section V.E. Submission Requirements for further instructions). The PI should copy their chair/unit director and dean/division director in the CC line of the grant submission email. Please note that a chair/unit director and/or dean/division director has the right to rescind an application that has not received their approval prior to submission.

C. **Budgetary Information**

An itemized budget request, detailed in a [UWL Internal Grant Budget Form](https://www.uwlax.edu/globalassets/offices-services/grants/uwlbudget.xlsx), must accompany each proposal. Only conference travel costs are allowable, and all requested funds should be entered in Section E. Travel of the budget form. Applicants may request conference related travel costs such as registration, airfare, mileage reimbursement, car rental, meals and incidentals, and lodging up to a total of $1,000.

Funds requested must follow UW System and UWL travel policies. Refer to the [travel guidance](https://www.uwlax.edu/business-services/our-services/travel/) on the UWL Business Services website and [UW TravelWise](https://uw.foxworldtravel.com/) for policies and allowable costs. The conference must take place on or after July 1, **following the review cycle**. Conference travel must be concluded by the following June 30. UW System travel policy requires travel expense reimbursements (TERs) be submitted via the e-reimbursement system no later than 90 days following the travel end date. Unused award funds will be rescinded. If you are not able to travel to the conference specified in your proposal, please contact the Provost Office, as award funds will be rescinded; please note you may reapply during the following grant cycle.

**Budget Narrative:** The Budget Narrative is limited to one page. Provide a detailed justification for all requested conference travel expenses, including the source(s) of cost estimates.

D. Deadline

Proposals are due to senate@uwlax.edu **by the last Friday in March.**

E. Submission Requirements

1. Upload all proposals materials into Digital Measures and run a “Grant Proposal Report” (in PDF format) in the system.
2. Email a copy of the Digital Measures report to your chair/unit director and dean/division director, allowing sufficient time prior to the submission deadline for them to review.
3. Communicate with your chair/unit director and dean/division director to verify their approval of the application.
4. By the deadline, email the Digital Measures report of the approved application to senate@uwlax.edu. Copy your chair/unit director and dean/division director in the CC line of the submission email.

Please note that a chair/unit director and/or dean/division director has the right to rescind an application that has not received their approval prior to submission.

VI. Proposal Processing and Review Procedures

A. Review and Selection Process

Proposals are reviewed and recommended for funding by the Faculty Senate Instructional Academic Staff (IAS) Committee. Following review, the IAS Committee makes funding recommendations to the Provost Office.

VII. Award Administration Information

A. Notification of Award

Applicants will be notified of award decisions by the Provost Office before the end of spring semester. At this stage, the grant recipients may have to provide an amended budget and/or budget narrative if the award amount is different than originally requested. Questions regarding fund administration should be directed to the Provost Office.

Generally, Business Services establishes separate accounts for each grant awarded in June, and funds become available on July 1. A UDDS/new account form (including the account number assigned) is sent to the grant recipients prior to July 1. Please be advised that spending award funds before July 1 requires prior approval.

B. Award Conditions

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds granted shall be returned to the university.

Generally speaking, conference activities must be concluded by June 30 following the year of submission. UW System travel policy requires travel expense reimbursements (TERs) be submitted via the e-reimbursement system no later than 90 days following the travel end date. Unused award funds will be rescinded. If you are not able to travel to the conference specified in your proposal, please contact the Provost Office, as award funds will be rescinded; please note you may reapply during the following grant cycle.

VIII. Contact for More Information

Questions regarding the Carol Dobrunz Endowment Fund can be directed to the current IAS Committee Chair (see the current [Faculty Senate Committee Assignments](https://www.uwlax.edu/faculty-senate/committees/committee-structure/)).

Questions regarding international travel should be directed to the Office of International Education & Engagement at 785-8016.

Questions regarding travel policy should be directed to Business Services at 785-8554.