



2025-2026 Faculty Development Grant Request for Proposals (RFP)
Conference Travel Only

Grant Period: Award Date – August 28, 2026

IMPORTANT DATES AND OVERVIEW

Proposal Deadline	Proposal Review Period ends	Announcement of Awards (Upon Ratification of Recommendations by Provost)	Final Reports Due
Friday, January 16, 2026 12:00 noon	Tuesday, January 20, 2026	Between: Wednesday, January 21, 2026 & Monday, January 26, 2026	Monday, November 30, 2026

Central Connecticut State University Internal Funding: Central is committed to faculty growth and development. This competition provides support for conference attendance costs only, helping faculty engage in professional development opportunities.

Faculty Development (FD) Grants: GFR administers funds set aside for these purposes according to Article 9.6 of the CSU-AAUP Collective Bargaining Agreement. Article 9.6 refers to money allocated for annual faculty development activities. Such activities *“shall be construed broadly to mean activities...that enhance members’ ability to be productive and innovative professionals.”* The Article further stipulates that *“there shall be an appropriate committee at each university to advise the Chief Academic Officer concerning distribution of these funds.”*

NOTE: This competition is to provide funding for conferences and conference travel through August 28, 2026, only. Research projects and other non-conference activities are not accepted in this competition.

GRANT GUIDELINES

Funding Allocation: Awards granted as a result of this competition will be funded by the 2025-2026 AAUP contract allocation.

Full-Time Faculty Eligibility: Proposals will be accepted by individual full-time faculty members. Faculty Development activities are allowable for eligible faculty members on Sabbatical Leave. *If you received funding in Round 1 (Spring 2025) or Round 2 (Fall 2025) of this competition you are ineligible to apply in this round.*

General Eligibility is contingent upon whether the applicant has submitted any outstanding final reports for previous grants.

Grant Activities: Activities are limited to conference travel to present the results of research, or to acquire new skills or information that will enhance the faculty members' teaching or research.

Grant Award Limits: There are no award limits, but please note that funding for these activities is limited, and that the Committee is unlikely to recommend funding for requests above \$3,000.00.

Allowable Expenses: Funding may be requested only as follows:

Travel Funds:

- Support for attendance at conferences or workshops (e.g., to learn a new skill or to acquire a particular certification) may be requested
- Priority will be given to applicants whose participation in the event is beyond that of an attendee, such as presenting a paper or moderating a breakout session
- Please be aware that the Committee does not fund travel and other expenses for more than one conference in a single proposal
- Funding may be requested for anticipated expenditures on transportation, lodging and meal per diem.
- Funding shall be permitted for costs incurred up to the maximum per diem rates published by the [US General Services Administration](#). Applicants are required to prorate these budget items to account for partial days of travel as well as any meals included in conference costs.
- Hotel expenses are restricted to the designated conference hotel. If the conference hotel is fully booked, documentation of unavailability must be submitted to the Travel Office. In such cases, reimbursement for alternative accommodations will be limited to the prevailing GSA rate.
- Please screenshot air itineraries from www.Kayak.com. Airfare must be lowest commercial fare available. The definition of the lowest commercial fare is the least costly, coach-class fare that uses a regularly scheduled commercial carrier. In selecting a commercial fare, travelers should not consider their preferences for airline, type of aircraft or connecting airports but instead should choose the lowest reasonable commercial fare. Travelers may not insist on non-stop flights; as a trip may require one plane transfer both departing and returning to meet the lowest fare requirements.

NOTE: Please be aware of the [Travel Office Policies and Procedures](#). ***You should not incur any expenses prior to the Travel Authorization (TA) being approved by the Travel Office.*** Any expenses incurred before the awarding of a grant MAY be at the applicant's own expense, with the possibility of no reimbursement. Travel, as with any other grant activity, must take place within the prescribed grant period.

Please note that this Faculty Development Grant does not fund student conference travel costs.

SUBMISSION GUIDELINES

File format and content: Submit proposals from your Central email address to CCSUgrants@ccsu.edu as a *single* Adobe Portable Document Format (PDF) file by 12:00 noon on the due date, inclusive of:

- Proposal Cover Sheet provided at <https://www.ccsu.edu/gfr/internal-grants>. ***This form must be used***
- Proposal Narrative including page numbers
- Budget Template provided at <https://www.ccsu.edu/gfr/internal-grants>. ***This form must be used***
- Supporting Documentation: **Links are not permitted**. Screenshots of travel cost and conference fee documentation must be included.
- Please do not include your CV unless you are specifically asked to do so

Failure to follow these guidelines will result in a deduction of points in scoring.

Proposal Narrative: Address the content areas listed below in no more than five pages. Please number the pages of your narrative. Please keep in mind that the Committee is made up of faculty members from different disciplines. Write your proposal so that members from outside your discipline are able to review it to make funding decisions.

- **Descriptive Title:** Brief proposal name as you would wish it to appear in award announcements and reports published by GFR.
- **Description of Activity:** Clearly define the activity and goal(s) of what you are proposing.
- **Significance and Outcomes:** Articulate how the proposed activity will advance your work with regard to your field of scholarly activity, department, and/or teaching objectives and why this activity is unique or critical to your work. Indicate how, specifically, you will determine the degree to which your stated goals are achieved.
- **Other Funding Sought:** Please indicate if you are using your AAUP travel funds for the proposed conference and conference travel. If not, please specify how these funds have been used on other activities.

Budget: Budgets should offer a realistic estimate of the funding required to support the conference costs. Please use the Budget Template provided. Include the information listed below.

- Itemize the specific expenses. Line-item amounts should be rounded to the nearest whole dollar
- Provide a clear and detailed justification for the items requested
- Documentation of item costs must be included. Without supporting budget documentation, funding may be reduced. **Links are not permitted**; please attach screenshots showing travel costs and conference fees.
- **All** grant activities must take place within the grant period, and related budget expenditures must be completed by August 28, 2026, after which all unexpended funds will be returned to the AAUP Faculty Development Committee account, to be used in future grant competitions.

FUNDING DECISIONS

Decision Guidelines: The number of proposals funded, and the amounts awarded depend on the total funds available for distribution for the year and the quality of competing submissions. Reviewers reserve the right to consider the question of “value” when assessing budget requests and multiple impacts to the Central community may be one way of making that determination. Prior funding does not guarantee future funding.

Scoring: Proposals are scored according to their compliance with the submission guidelines. The scoring rubric used by the Committee is attached for guidance. Funding outcomes are not based solely on scores. For example, lack of significant progress in previous, similar grants may affect

funding decisions. In addition, the Committee may review the outcomes and expenditures of applicants' previously funded grant activities when allocating awards.

Notification of Funding: Funding decisions will be announced by GFR upon ratification by The Provost. Additionally, awardees will be notified via email when account funds become available.

Final Report: A final report describing major activities and outcomes is due to GFR no later than November 30, 2026. The form to submit final reports may be found at <https://www.ccsu.edu/gfr/internal-grants>.

For additional information, please contact Marita Preston, Assistant Director of Grants and Funded Research at m.preston@ccsu.edu or 860-832-2365; Brenda Lopez, Grants & Funded Research Administrator at b.lopez@ccsu.edu or 860-832-2366; OR CCSUgrants@ccsu.edu.

Use this Checklist While Preparing and Submitting Your Proposal

Do Not Submit this Form with Your Proposal

Your Proposal Should Consist Minimally of 3 Parts:	Completed
Required Cover Sheet	
Proposal narrative covering all required elements outlined in submission guidelines	
Required Budget Form	
Supporting Documentation/Attachments. Do not include links to supporting documentation; include screenshots of documentation requested.	
Be Sure You Have:	
Included Page Numbers	
Combined All Proposal Components into a Single PDF File	
Sent Proposal to ccsugrants@ccsu.edu	

If you cannot check the “Completed” column for any of the items listed above, your proposal will not move past the initial review stage.

FACULTY DEVELOPMENT GRANT PROPOSAL SCORING RUBRIC

DESCRIPTION	(0-10 points)
The applicant provides a well-reasoned description of the proposed activity and how this activity will assist in their professional growth within the context of their overall career goals.	
SIGNIFICANCE and OUTCOMES	(0-5 points each)
The execution of the proposed activity will advance the candidate's work with regard to their field of scholarly activity, department, and/or teaching objectives.	
The proposed activity supports creative activity, pedagogy, and/or research in unique or critical ways.	
The anticipated outcomes are tangible, reasonable, well-defined, and clearly outlined. A plan for determining if goals have been achieved has been indicated.	
The anticipated outcomes will provide meaningful and substantive professional development for the applicant.	
BUDGET	(0-3 points each)
The requested resources are reasonable and relevant to the proposed outcomes.	
The cost estimates and justifications appear realistic and fiscally responsible.	
OVERALL QUALITY	(0-5 points each)
The proposal is comprehensive and well-done.	
I would recommend funding this activity.	
TOTAL POINTS AWARDED (Out of 46 Possible Points)	