

MEMORANDUM

TO: Deans, Directors, and Department Heads
FROM: Carolyn R. Hodges, Vice Provost and Dean of the Graduate School
DATE: August 6, 2007
SUBJECT: Professional Development Awards

PLEASE DISTRIBUTE TO FACULTY

Proposals for Professional Development and Research Awards to be used Fall 2007 through Summer 2008 may be submitted throughout the year, with awards announced beginning in October. Deadlines for proposals are September 21, November 9, February 8, and April 11.

Grants of up to \$5,000 will be awarded to tenured and tenure-track faculty at the rank of assistant professor or above who have specific needs for funds to support research or creative projects. The funds may be used to purchase supplies needed for research, for travel to work in laboratories, libraries, or archives, or in a variety of other ways, so long as the outcome will be the professional development of the faculty member and the advancement of an identified research agenda. Faculty seeking funds to support travel to present papers or make other presentations should consult their departmental and college offices and the Office of Research. Except in extraordinary circumstances, Professional Development funds will not be used in support of travel to meetings or for purposes of scholarly presentation. Nor will Professional Development funds be used for faculty or graduate student salaries.

ORIGINAL and FIVE copies of each proposal should be sent for review and evaluation by the department chair and dean of the college. Deadlines for the college dean's office to forward the copies of the proposals to the Graduate School are September 21, November 9, February 8, and April 11. The applicant should submit proposals to the college dean's office at least one week prior to these dates to allow time for review and recommendation by the dean.

Each proposal **must include and be arranged in the following order:**

- (1) Cover sheet (Please use form provided.)
- (2) A narrative of no more than 1500 words describing the proposal, which must include a clear explanation of methodology and expected outcomes.
- (3) An itemized budget for the amount requested. Requests should be for amounts between \$1,000 and \$5,000.
- (4) Any documentation of an invitation or host institution support.
- (5) Vita of the applicant. (Limit to 5 pages or fewer.)
- (6) Endorsement letters from both Department Head and Dean.

Priority will be given to applicants who have not received an award in the last two years.

A Subcommittee of the Graduate Council, along with the Vice Provost and Dean of the Graduate School and the Associate Vice Chancellor for Research, will evaluate proposals and make awards.

If you have questions please email Gay Henegar at ghenegar@utk.edu or call 4-3694.

Cover Sheet

**Professional Development Awards
2007 – 2008**

Name: _____ Rank: _____

Department: _____ Phone No.: _____

Personnel No.: _____ Cost Center/WBS Account No.: _____

Dept. Business Office Contact: _____ Phone No.: _____

Title of Proposal: _____

Amount Requested: _____

Current support held from other university or external sources:

Source	Amount	Title
_____	_____	_____
_____	_____	_____

Proposals under consideration by other university or external funding sources:

Source	Amount Requested
_____	_____
_____	_____

Previous support through Graduate School Professional Development Awards

Year	Amount	Proposal Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Original and five copies of each proposal should be sent for review and evaluation by the department chair and dean of the college. Deadlines for the college dean's office to forward the copies of the proposals to the Graduate School are September 21, November 9, February 8, and April 11. Please be sure to submit proposals to the college dean's office at least one week prior to these dates to allow time for review and recommendation by the dean.