



Adjunct Professional Support and Development Grant Request Guidelines

Marymount Manhattan College allocates funds for the use of adjunct faculty for professional development and scholarly activities. Eligibility guidelines are indicated below.

Eligibility Guidelines

- An adjunct faculty member may apply for one (1) or a combination of three (3) grants per year from the fund, but not to exceed on an individual or cumulative basis \$750.
- The adjunct faculty member must have taught at least one (1) Fall or Spring semester at the College in each of the five (5) years immediately prior to a given semester.
- The funds may be used for research in his/her field, travel, room, board or other expenses incurred for verifiable active participation at an academic or professional conference or meeting.

Adjunct Faculty interested in applying for a Professional Support and Development Grant should follow the application procedures outlined below.

The Application Process

- Applications are reviewed and approved at the start of the Fall and Spring semesters. The adjunct faculty member must submit this application and supporting documentation to the Office of Academic Affairs by no later than September 15th for the Fall semester and February 15th for the Spring semester.
- The adjunct faculty member may apply for funding for a previously attended conference up to 3 months prior to the semester due date, but should be aware that the availability of funds are limited.
- The Vice President for Academic Affairs (or designee) will review each application.
- Applicants will be notified of the decision to approve or deny in writing.

Instruction for Completing the Application

1. Requests for an Adjunct Faculty Professional Support and Development Grant should be submitted to the Office of Academic Affairs Office (Main-8th Floor) by no later than September 15th for the Fall semester and February 15th for the Spring semester.
2. The following must be submitted:
 - A completed Adjunct Faculty Professional Support and Development Grant form that includes a proposed budget.
 - A statement indicating the significance of the Conference, Exhibition, or Performance and how your participation will enhance your professional development and scholarly activity. You should describe the type of event you will be presenting at or attending and include the number and stature of participants where appropriate and any special function you will be performing.
 - If you are presenting at a conference, please submit a copy of the abstract that will be submitted to the conference organizers. The abstract should describe the significance (focus, methods, results, new knowledge generated, etc.) of the presentation.
 - Provide proof of participation. This can be in the form of a letter of acceptance, an actual page from the program, or e-mail notification. Presentations must clearly indicate the name of Marymount Manhattan as part of the program.

- If you will be attending a Master Class, Short-Course, Workshop describes how this experience will impact your teaching effectiveness.
3. Application Forms submitted without the above documentation cannot be reviewed.
 4. The Vice President for Academic Affairs (or designee) will review each application.
 5. Academic Affairs will notify applicants of the approval or denial of the application via email; the award amount (if the application is approved) will be forwarded as well.

Requesting Reimbursement for Faculty Development Award Expenses

In order to receive reimbursement for your approved grant, you must:

1. Submit all **original** receipts (airline tickets, train tickets, cab receipts etc) using the Marymount Manhattan approved Expense Report Form.
2. The Expense Report Form should be submitted to Academic Affairs within 5 business days after your return from the conference.
3. You can only be reimbursed for the actual receipts submitted to us as follows:
 - If your receipts are under the amount awarded, you will only be reimbursed for actual total of the receipts only.
 - If your expenses exceed the amount you have been awarded, you will only be reimbursed for the approved amount of the award.
4. You must attach a copy of your Request Form, indicating your award to the Expense Report Form.
5. Expense Reports submitted after the close of the fiscal year within which the expenses were incurred, cannot be reimbursed.