Guidelines for Submission of Proposals and Requests for Funds for 2009-2010 Faculty Development Activities

1. The amount of funding available for any one activity or program will be limited by:
   a. the PDAC budget
   b. the number of projects for which PDAC funds are requested
   c. the need for the widest and most effective use of available funds
   d. the timeliness of the requests
   e. the availability of other funding sources through co-sponsors of the activities

2. The degree to which the rationale for an activity fulfills the goals of the PDAC will be a major determinant in the committee’s recommendations.

3. *Requests should be submitted by October 19, 2009 in order to be given consideration for Fall 2009 and February 11, 2010 for Spring 2010 PDAC activities. Requests submitted after each deadline are not guaranteed consideration.*

4. Requests should be submitted on the appropriate proposal forms (attached), which are also available electronically at http://websupport2.citytech.cuny.edu/commons/ or in the Office of the Provost (N-320). The completed forms should be submitted along with a completed Professional Travel Request and supporting documentation (conference description, internet information, etc.) to Dean Sonja Jackson, PDAC Chairperson in Nomm 320. The Professional Travel Request must be approved and signed by the Department Chair and Dean prior to submitting materials. Proposals will not be accepted without it.

5. The full PDAC committee will consider and approve the Program Proposals. PDAC will notify all proposers of their decision.

6. All awardees will be required to submit an abstract of their research project or activity. These abstracts should be sent to Dean Sonja Jackson via email at SJackson@citytech.cuny.edu.

*Travel between July 1-December 31 is considered for the Fall deadline.
*Travel between January 1-June 30 is considered for the Spring deadline.
NEW YORK CITY COLLEGE OF TECHNOLOGY

PROFESSIONAL DEVELOPMENTAL ADVISORY COUNCIL

PROPOSAL FOR 2009-2010 FACULTY DEVELOPMENT ACTIVITIES

PROPOSER:

NAME:__________________________________________

DEPARTMENT:____________________________________

TELEPHONE:_____________________________________

RANK/FULL OR PART TIME:________________________

ACTIVITY:

TITLE:_________________________________________

DATE(S):_______________________________________

LOCATION:_____________________________________

REGIONAL, NATIONAL OR INTERNATIONAL:_________

DESCRIPTION:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

ROLE: (Attend, Chair a committee, Presenter (paper, poster, panel, etc):_____

________________________________________________________________________

Briefly discuss the rationale for and importance of attendance at this event:_____

________________________________________________________________________
Request for PDAC Funds in Support of
Approved 2009-2010 Faculty Development Activities

COST:

Estimate costs to cover expenses for the program/activity, itemizing figures according to the suggested categories:

Registration Fee $______________

Travel expenses:

   Hotel/Lodging $______________
   Transportation $______________

Publicity expenses:

   Printing/Reproduction $______________
   Postage $______________

Food/Meals $______________

Other $______________

TOTAL REQUEST $______________