NSF-PDF Frequently-Asked Questions & Answers (FAQ)

Q: Who is eligible to apply?

A: Any Unit-18 member with an appointment in the current academic year at UCSC. Lecturers with joint research and Unit-18 appointments can only apply for projects related to their professional status as a Unit-18 lecturer.

Q: What sorts of projects are eligible?

A: Projects **that contribute to a Unit 18 member's professional and pedagogical development**. These could include but are not limited to

- Academic training (e.g., taking courses related to teaching responsibilities at UCSC); hosting or participating in a professional development symposium or workshop;
- Seminar, workshop, conference, or studio attendance fees;
- Software, hardware, and technical support equipment for use in pedagogical research and/or teaching, including in special cases the purchase of books, films, or software in preparation for teaching assignments, but not in support of a specific course(s) (i.e. instructional support comes from the department). Purchased resources will remain University property;
- Travel expenses related to professional development and pedagogy. If such expenses include elements of research, fieldwork, or other scholarly endeavors, they must clearly demonstrate an ultimate beneficial impact on pedagogy or the educational mission of UCSC;
- Projects that support innovative curriculum development;
- Professional memberships, subscriptions, and fees.

The Council encourages creative project proposals and distributes awards broadly within the university community. Preference will be given to applicants who have not received a large award in the last two years. For conference funding, preference will be given to applicants who are presenting at conferences, although applicants attending conferences are frequently funded and still encouraged to apply. The Council welcomes collaborative proposals, including, but not limited to projects linked to co-taught courses and collaborative presentations.

Q: Do I need to disclose additional funding sources for this project?

A: Yes. Applicants must disclose all sources of funding for this project so that the Council can determine how much to fund.

Q: How detailed should my description of professional activity or project be?

A: In order to fund the project, the Council expects the applicant to provide a brief but **complete** description of the project not to exceed 300 words. In writing this description, the applicant should be as clear and concise as possible. Please consider the following:
1. If the applicant will attend a conference and present a paper, the project description should include an abstract (no more than 300 words). Application reviewers are not

experts in every field, so keep in mind that you are writing for a general audience who may not be familiar with your field or research interests. Clarity is essential, as well as the relevance of the project to the applicant's specific pedagogy.

2. If the applicant will attend a conference but will not present a paper, the project description should detail the purpose of the conference and the specific disciplinary themes, strands of interest, and how it will enhance the applicant's teaching and professional development. Please name classes, rather than merely listing course codes.

3. If the project is not a conference, the project description should clarify precisely how the project enhances the classes the applicant teaches and/or the applicant's professional development as a teacher and scholar. Please name classes, rather than merely listing course codes.

Q: How detailed should my budget be?

A: As detailed as possible. Please list budget items in order of funding priority, in case we can't fund everything. Please unbundle large (over $500) bundled items (for example, if a bundled training also includes workshops, a magazine subscription, and other expense, we would need to know how much each of these things costs).

Please base an expected budget on a realistic estimate of projected costs at the time of purchase, not on sale prices that may no longer be available when the purchase is made. It is advisable to err on the generous side in your estimates. However, please consider that there are limited funds and many other applicants. If you find that you spend less than your estimate anticipated, the funds actually disbursed will be what actual receipts show.

Reimbursements require itemized receipts submitted as a single pdf with an appropriate name like ASmithReceipts.pdf. DO NOT book travel packages that provide a single rate for flights, hotel, and car rental. Such packages cannot be reimbursed.

Please note that we do not fund meals, per diems, tips, stipends for the applicant.

Q: I have already received my award letter from the Academic Personnel Office. When will I get my money?

A: Once the APO confirms your award, the APO sends a letter to your Divisional Business Office. If you have already submitted your receipts and (if travel is involved) a post-travel form, the Business Office can release funds. If your award is for future travel/a future event, you can be funded only after your travel or event is purchased and you've provided a pdf of your receipts. No disbursements are made in advance, since the University requires receipts for all expenditures before reimbursement.