CBA Professional Support for Faculty Development—Funds for Research Creation and Teaching or Research Skills Improvement:

The Dean’s office has allocated CBA funds to support Research Creation and Skills Improvement. ***Research Creation*** support includes, but is not limited to, requests for the purchase of data, purchase of software, primary data creation and related requests. ***Skills Improvement*** support includes, but is not limited to, requests for seminars on new analytic techniques, seminars on teaching techniques, training materials and/or classes.

Regular and Fixed term faculty may apply; all nominees should include an email letter of support from their Department Chair. Typical funding will not exceed $3,000, but exceptions may be made for proposals that benefit more than one faculty and/or provide benefit over a longer period of time. For larger fund requests, indicate other support like professional development, university grants, departmental and other sources.

The CBA Faculty Development Committee (FDC) will review application requests and make recommendations to the Dean’s office. Please submit to Sarah Ransom ([polzi1sm@cmich.edu](mailto:polzi1sm@cmich.edu)). Recommendation will primarily be based on the following criteria:

1. Benefit for college and university
2. For ***Skills Improvement Towards Teaching or Research***
   1. Relevance for Teaching or Research
   2. Expectation of application of skills
   3. Applicant history of Teaching and/or Research as appropriate
3. For ***Research Creation***
   1. Expected outputs from purchase of resources
      1. Journal articles
      2. Presentations
   2. Impact
   3. Applicant history of research production/quality

Application Information:

Applications will be evaluated at the first FDC meeting of each semester.

Applications for ***Skills Improvement towards Teaching or Research*** should be a maximum of 2 pages and include:

1. Discussion of how skills will improve research or teaching
2. Budget proposal
3. Discussion of how it benefits CBA/CMU

* In addition to maximum 2 page write up, application should include:
  + Conference/Training material
  + CV

Application for ***Research Creation*** should be a maximum of 5 pages and include:

1. Abstract
2. Budget proposal
3. Discussion of significance (literature)
4. Discussion of how it benefits CBA/CMU
5. Discussion of impact (private sector)
6. References (1 page or less)

* In addition to maximum 5 page write up, application should include:
  + Overview of fund usage (e.g. description of data, survey, or related research tool to be used)
  + CV
  + OFIS CV

Procedures

1. Funding Awardees shall be reimbursed for funds spent on approved line items
2. It is the responsibility of the awardee to request reimbursement.
3. It is the responsibility of the awardee to request approval of any meaningful deviation from the budget.

Post Award Reporting

Recipients of a Faculty Development Support award agree to submit a short written report by semester end 12 months after a ***Skills Improvement towards Teaching or Research*** award and semester end 24 months after a ***Research Creation*** award.

The final report must contain:

1. A brief summary of the proposal;
2. A review of the tasks accomplished;
3. Copies of articles monographs, creative works, or manuscripts prepared for publication, curriculum development, if applicable; and
4. A description of the explicit outcomes as they affect the individual and the College of Business.