



External Grant Submission Professional Development Award*

The College of Health Professions (CHP) recognizes the time, effort, and professional commitment required of faculty and staff who prepare and submit midsize and large external grant or contract proposals. To encourage continued engagement in external funding activities, CHP may provide a **\$500 Professional Development Award** to eligible faculty and staff members who submit qualifying external grant or contract proposals. The award is intended to support professional development activities and will be added to the recipient's professional development funds, subject to applicable CHP and CMU policies.

Eligibility Criteria

To be eligible for the award, the faculty or staff member must meet all of the following criteria:

1. Provide evidence of submission of a new grant or contract proposal to an external funding agency. Acceptable documentation may include, but is not limited to, a Cayuse submission notification or a submission confirmation from the funding agency.
2. The total amount requested in the submitted grant or contract proposal must be **\$20,000 or more**.
3. The requester must be listed as the **Principal Investigator** on the submitted proposal. The funds may be split between the PI and Co-PI at the PI's discretion. The application must be submitted by the PI and must indicate the proposed allocation of funds.
4. The grant or contract proposal must be submitted during the designated fiscal year, specifically between **July 1, 2026, and June 30, 2027**.
5. Only **one request per individual per fiscal year** will be considered during the fiscal year.
6. The submitted grant or contract proposal must identify **The Herbert H. and Grace A. Dow College of Health Professions as the primary submission site**.

Request and Review Process

Please complete the request form located on the second page of the document and include (attach) appropriate documentation of the external grant or contract submission. The request must be signed by the faculty or staff member's department chair or appropriate supervisor and submitted to the **Chair of the CHP Research Committee Dr. Ksenia Ustinova** ustin1k@cmich.edu. Requests will generally be reviewed within **one to two weeks** of submission, excluding official University holidays and breaks.

Use of Award Funds

If approved, the \$500 award will be added to the recipient's professional development funds and must be used within two years of receiving the funds. These funds must be used in accordance with CHP and University policies governing professional development expenditures. The award may be used for allowable professional development expenses, as determined by CHP policies (e.g. conference registration, travel related to scholarly or professional activities, research training, workshops, or other approved professional development purposes).



REQUEST FORM

Faculty or Staff Name:

Email:

Department:

Title of External Proposal

(submitted as Principal Investigator):

Funding Agency:

Total Funding Amount Requested in the External Proposal:

Proposal Submission Date:

Professional Development Award Amount Requested (up to \$500):

Would you like to split the award with a Co-Principal Investigator (Co-PI)?

☐

Yes

☐

No

If Yes, please provide the following:

Co-PI Name:

Award Amount Allocated to Co-PI

Co-PI Email:

Award Amount Retained by the Requester

SIGNATURES

Applicant

Chair / Supervisor