

University of California, Merced
Non-Senate Faculty Professional Development Fund (PDF) Guidelines
Revised July 2017

Application Process and Due Dates

All non-senate faculty, including both lecturers and supervisors of teacher education, regardless of type or length of appointment are eligible to apply for reimbursement of professional development expenses. Prospective applicants can access the PDF application and guidelines online at:
<http://academicpersonnel.ucmerced.edu/nonsenatefaculty/lecturers>

Application forms and up-to-date guidelines are also sent directly to all active lecturers around October 1 and March 1 of each academic year.

Applicants may apply for funds twice a year, in the fall and in the spring. To accommodate those lecturers who may incur expenses for professional activities that qualify under the program prior to the start of our presently covered expense periods, we have amended each advance submission round to include the previous six-month period, as follows. Note: the overlap is intentional.

Semi-annual PDF Deadlines

Fall: November 1, 2017	For expenses: July 1, 2017 – December 31, 2017
Spring: April 2, 2018	For expenses: January 1, 2018 – June 1, 2018

Applicants will be notified of the decision regarding their application within one month of the application due date. Successful applicants will be provided instructions on how to process documents to be reimbursed for expenses included on the approved application.

After the applicant has filled out the application form and attached all supporting documents, whether photocopies of receipts or estimates (**no original receipts**), s/he should submit it as an attachment to an email sent to the Academic Personnel Office (academicpersonnel@ucmerced.edu). The Academic Personnel Office assists the Non-Senate Faculty Counsel on Professional Development in tracking all applications. A copy of all applications and supporting documents will be forwarded to the Counsel for their review and recommendation to the Vice Provost for the Faculty (VPF) for approval.

The Non-Senate Faculty Counsel on Professional Development comprises of Non-Senate Faculty members elected in the fall semester of each academic year and recommended to the Provost/EVC for voluntary appointment. If a conflict of interest arises during the decision-making process, the Committee Chair will consult with the VPF for guidance regarding the Committee's recommendations.

Rules for Applicants

Applicants should read all of the following policies, restrictions, and qualifications. The Committee will return for modification incomplete applications or those not meeting the required specifications. At the Committee's discretion, incomplete applications may be set aside and the applicant disqualified for funds for that application period.

Important Qualifications and Restrictions

- **SEMI-ANNUAL AWARDS:** The number and size of awards each academic year, at the discretion of the Committee, will reflect the number of applications received, the strength of the pool, the size of budgets, and the semiannual balance of the fund.

- **ELIGIBILITY:** The Professional Development fund serves all Non-Senate Faculty (i.e., all lecturers or supervisors of teacher education, not just UC-AFT members). Lecturers or supervisors of teacher education who have a part-time appointment are also eligible for Professional Development funds at a rate proportional to the percentage of full-time their appointment constitutes.
- **PARTIAL-EMPLOYMENT:** Lecturers or supervisors of teacher education who have a part-time appointment should provide a full, detailed budget of the total costs of the proposed activity, and indicate the total amount requested in line with their percentage of full-time employment.
- **AMOUNT TO BE FUNDED:** To ensure equitable distribution, the Committee encourages applicants to limit funding requests to \$1,500 per academic year. For funding requests above \$1,500 for an academic year, the applicant should attach a document stating that s/he has explored alternative funding and has kept expenses to a reasonable minimum. For example, The Center for Engaged Teaching and Learning (CETL) and other University-based units are able to help pay for many pedagogy-related activities. Lecturers whose applications could possibly be supported by other campus units will need to make a clear case why alternative funding has not been procured.
- **MULTIPLE APPLICATIONS:** The applicant is welcome to submit multiple applications in one academic year when applying for distinct multiple purposes (e.g., reimbursement for a conference and for professional dues).
- Grants are awarded for specific, approved purposes and projects. If an applicant wishes to use award money for a different (even if related) purpose, s/he must re-apply and then notify the Committee that the original grant money will not be spent, so that the awarded funds can revert to the Professional Development Fund.
- The Committee will not fund course relief or, in general, the purchase of time.
- Professional Development funds can pay for memberships to professional organizations, with the exception of American Federation of Teachers union dues.
- Any proposal that may be interpreted as asking for “course support,” or that impacts several courses within a department, program or college, should be accompanied by a statement from the department chair/director/dean that such support, matching funds or seed money is not available from the department. Purchase of personal equipment (e.g., projectors, laptops, iPods, iPads and other electronic devices) is not supported.
- NSF wishing to spend money in the summer must have written confirmation of an NSF appointment for at least one semester in the following academic year, except where the NSF has a continuing appointment with the department/program/college for which they are seeking the grant. Written confirmation of an NSF appointment is an appointment letter or a letter from the unit chair outlining the department’s intent to rehire the NSF in the upcoming fall semester.
- The purchase of food for campus-wide events open to all members of the UCM community is an allowable expense under UC rules as detailed on www.ucop.edu/ucophome/policies/bfb/g28.html. Financial support for departmental or School-restricted events is not reimbursable.
- Any proposal for the purchase of equipment otherwise not available must be supported by the applicant’s department director in a written statement. Equipment remains the property of the University and will be added to department inventory.
- The NSF Counsel will not fund any book project—or any aspect thereof—for which advance

royalties have been received.

- All purchases must comply with the University conflict of interest policy.
- Grant recipients wishing to make budgetary adjustments within an approved grant should seek confirmation from the Committee. In the event that grant-related costs have increased over original statements (e.g., airline tickets or registration fees), the grant recipient should send request for such adjustments, with documentation, to the Committee and await notification from it.
- Any proposal for the purchase of books, CDs, video or digital materials must be discussed first with Library staff to determine their ability/willingness to purchase such materials for UCM. A statement from the Library must accompany all proposals requesting the purchase of such materials.

Travel Policy and Requirements

For all reimbursable University-related travel, a price quote of the lowest available fares must be supplied. Examples include fares acquired from the airlines themselves, or from websites such as Orbitz, Expedia, or Travelocity. The same applies to quotes for car rentals and other transportation. **(However, packages that combine lodging, airfare, and/or rental car for one combine rate are NOT reimbursable.)**

- Receipts for qualified lodging expenses must include the name of the applicant to qualify for reimbursement, and at the end of the trip, must show a zero balance owed.
- Budgets must be detailed and include specific rates—or Internet documented estimates—for airfare, lodging, registration fees, etc. Please calculate mileage driven on your own car at the current approved rate.

University of California, Merced Travel Policies Reimbursement Guidelines

For more specific policy information related to travel, please see the University of California Travel Policy at <http://policy.ucop.edu/doc/3420365/BFB-G-28>

Air Travel

Coach/discounted airfare shall be used. Please present a receipt for the airline ticket showing zero balance due and method of payment. Please note that insurance for ticket will not be reimbursed.

Hotel

To insure proper reimbursement, your name must be stated on the receipt, and you must obtain a zero-balance invoice when you check out of the hotel. Any additional time you choose to stay for personal reasons will not be reimbursed. If your travels will be within California, be sure to check for the state discount rate.

Rental Car

According to the University of California policy, when renting a rental car, you will be reimbursed for the cost of the rental, but not for the purchase of additional insurance coverage or gas through the rental agency. The university insurance policy will cover the rental car when you are traveling on university business. Please obtain an itemized receipt showing your final credit card charge for proper reimbursement.

The University car-rental agreements include the highest level of Loss Damage Waiver (LDW) and Liability insurance. Travelers must decline all optional insurance.

Other optional items like GPS navigation and Fuel Purchase options will not be reimbursed. If purchased, these items will be deducted from your reimbursement.

Mileage

Mileage reimbursement for use of your personal vehicle during 2017 is \$0.535 per mile; this rate may change effective January 1 of every year.

Meals

Save your itemized meal receipts so UC Merced can reimburse you for meals charged within the period of time designated for your travel. UC policy does not reimburse travelers for alcohol expenses. UC does not have a per diem for meal expenses but will reimburse actual expenses up to the current UC limit per day (\$71) for meals and incidentals.

Additional Reimbursement Submissions

Please provide a copy of the conference agenda and your award letter when you submit for reimbursement.

Caution: Do not pay for any travel but your own, as you will not be reimbursed for others' travel expenses.

Award Notification and Required Follow-up

Within a month of the application due date, the NSF Counsel will notify applicants of the outcome of their application. Along with the letter notifying them of the outcome, successful applicants will receive instructions for post-award follow-up, which includes submission of a brief description of the proposal's progress and an evaluation of its success.

Applicants must keep **ORIGINAL** receipts (i.e., photocopies of receipts are not acceptable), travel reimbursement request forms, and copies of any other documentation required in accordance with appropriate University regulations. The awardee shall submit these receipts and other documentation to in accordance with the processes utilized by the financial services office in their school to receive their monies from the fund. The Academic Affairs Business Service Manager will transfer award funds to the appropriate school account upon receipt of a request from the appropriate school staff and notification the school has incurred the reimbursement expense.

Note: The NSF Counsel does not have the authority to reimburse successful applicants. If an application is approved, the reimbursement process is initiated with the administration of the NSF's school.

Further Information:

Direct any questions about the application process or the Professional Development Fund to the Committee Chair, **Alexander Khislavsky** (akhislavsky@ucmerced.edu), or the Academic Personnel Office (academicpersonnel@ucmerced.edu).