

Enrichment

- Description:** Funds are provided to the dean of the university for the purpose of assisting faculty who wish to undertake projects not covered by the other faculty professional development programs described in this document. Such projects might involve the development of new teaching skills, the redesign of courses, the augmentation of disciplinary expertise, or the expansion into new areas on the part of those changing directions in their professional careers. Faculty undertaking projects which might be funded through other programs should apply to those programs first.
- Eligibility:** These funds are intended for the use of full-time faculty and full-time, continuing artists-in-residence. Please see policy statement and documentation required for university support of travel outside the United States.
- Application:** The applicant should prepare a written proposal for the project he/she wishes to undertake; prior discussion with the department chair is recommended. The proposal should include a description of the project and a specific indication of the level of support requested from the University. The proposal should be submitted to the chair for evaluation of the project. The chair should then forward all materials to the dean who shall make final decisions on the disbursement of funds.
1. If applicable, please include the appropriate Foreign Travel Waiver form (available on the university website).
 2. For research that involves the use of human participants, please include Institutional Review Board approval notification. See the Institutional Review Board page on the university website for details.
- Deadline:** Proposals may be submitted to the dean at any time.
- Reporting:** Faculty receiving such funds shall provide the following:
1. any invoices or other documentation required by the Accounting and Budget Services Office to substantiate expenditure claims;
 2. a report summarizing funded activities and assessing their value. The report should be submitted to the department chair to provide the chair an opportunity to view the report before forwarding it. The chair will forward the report to the associate dean, who will then deliver it to the dean of the university.
- Special Conditions** Faculty receiving enrichment funds agree to return to the university for at least one year following the use of the funds or to reimburse the university for all funds received.