## MINNESOTA STATE UNIVERSITY, MANKATO 2020-2021 FACULTY IMPROVEMENT GRANT APPLICATION

The Faculty Improvement Grant is designed to provide funding for faculty members to improve performance in one or more of the following areas: (1) Teaching, (2) Scholarly or Creative Activity, (3) Continuing Preparation and Study, (4) Contributions to Student Growth and Development, and (5) Service to the University and Community. Grants are awarded to pursue, but are not limited to, the following activities: workshops, institutes, seminars, symposia and/or other interactive activities, course work, observations, and self-designed learning activities.

Name	Colleg	College/Unit		Department			
Check One:   Tenured	□ Probationary	⊓ NTT	□ Fixed-Term	% FTE:			
Mail Code	Phone #	]	E-mail Address				
Have you received a Faculty Improvement Grant in the past three years?							
If so, when did you rece	ive the award?						
	Deadline for receip	t by Dean/D	irector:	ber 11, 2020 and June 30,			
FY21 or FY22	March 19, 2021	For activities between October 12, 2020 and June 30, 2021 AND for activities to occur between July 1, 2021 and October 14, 2021					

Purpose and brief description of proposed activity (25 words or less):

Specific Dates Of Proposed Activity:	through		
	Month/Day/Year	Month/Day/Year	

## Application Narrative: (eight (8) pages maximum, excluding documentation)

- 1. Describe the activity for which you are requesting support. Brochures or supporting materials clarifying and explaining your planned activity must be attached. For tuition payments, attach a fee statement or other supporting documentation. For self-directed projects, attach a detailed schedule and documentation of your plans.
- 2. Explain how this activity will improve your performance in one or more of the Article 22 criteria (below) and how it benefits: a) you, b.) the department and/or instructional program, and c.) the University. For self-directed projects, attach a detailed schedule and documentation of your plans.
  - Teaching
  - Scholarly or Creative Activity
  - Continuing Preparation and Study
  - Contributions to Student Growth and Development
  - Service to the University and Community

\* Examples of past grants are available on the FIG webpage but note this application form has been modified.

## Faculty Improvement Grant Proposed Budget USE THIS FORM

Applicant Name:						
Location of Activity:						
(city/state/country)		_				
Departure date: Return						
Number of nights: Number						
US dollars only						
Tuition (attach fee schedule)		\$				
Registration fee (attach brochure)	\$					
Entrance fee (attach documentation)	\$					
Transportation (\$1500 maximum allowed) (documentat	ion needed for each					
cost)		Φ.				
Air, bus, or train price quote		\$				
Airport shuttle/taxi State car*	\$ \$					
Personal vehicle or rental*	\$ \$					
Parking	\$					
*Use State of Minnesota guidelines to determine maxi	Ф —					
Total transportati	\$					
	on (\$1500 maximum)	ψ				
$Meals (\underline{\# of meals} \times \underline{rate*} = \underline{total})$		ф.				
Breakfast x		\$				
Lunchx	\$					
Dinner x \$						
* State of Minnesota maximum allowed rate	al Request for Meals	\$				
	al Request for Meals	φ				
Lodging ( $\underline{\# \text{ of nights}} \ge \underline{\text{rate}}$ ) (documentation needed)						
Nights x						
	Total Lodging	\$				
	<b>Total Expenses</b>	\$				
	Total FIG Request	\$				
Signatures:						
Applicant						
I have reviewed this application: Department Chair Date						
I have reviewed this application: Dean/Dir./Supervisor* Date						
If anylighting is completed and the datas of the estimity and						

If application is completed and the dates of the activity are prior to the FIG committee approval, an Employee Expense Report must be completed within the required 60-day period. See <a href="https://www.mnsu.edu/busoff/travel/timely/index.html">https://www.mnsu.edu/busoff/travel/timely/index.html</a>