

MINNESOTA STATE UNIVERSITY, MANKATO 2021-2022 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 _____ 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 receive the award? _____

Circle Period for Which Grant Support Is Requested:

Deadline for receipt by Dean/Director:

FY 22	October 1, 2021	For activities between October 12, 2021 and June 30, 2022
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FY22 or FY23	March 18, 2022	For activities between October 12, 2021 and June 30, 2022 AND for activities to occur between July 1, 2022 and October 13, 2022
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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 date: _____

Number of nights: _____ Number of days: _____

US dollars only	
Tuition (attach fee schedule)	\$
Registration fee (attach brochure)	\$
Entrance fee (attach documentation)	\$

Transportation (\$1500 maximum allowed) (documentation needed for each cost)	
Air, bus, or train price quote	\$
Airport shuttle/taxi	\$
State car*	\$
Personal vehicle or rental*	\$
Parking	\$
<i>*Use State of Minnesota guidelines to determine maximum allowed</i>	
Total transportation (\$1500 maximum)	\$

Meals (# of meals x rate* = total)	
Breakfast _____ x _____	\$
Lunch _____ x _____	\$
Dinner _____ x _____	\$
<i>* State of Minnesota maximum allowed rate</i>	
Total Request for Meals	\$

Lodging (# of nights x rate) (documentation needed)	
Nights _____ x _____	
Total Lodging	\$

Total Expenses \$

Total FIG Request \$

Signatures:

Applicant

Date

I have reviewed this application: Department Chair

Date

I have reviewed this application: Dean/Dir./Supervisor*

Date

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 <https://www.mnsu.edu/busoff/travel/timely/index.html>