

Paul Lee Professional Development Grants Project Eligibility

Paul Lee Professional Development Grants are open to all VCCS full-time and adjunct faculty. Classified staff may be a co-applicant so long as the primary author is a faculty member. A proposal will not be accepted if the program is already completed and/or fully funded by another source. In no instance will a college be allowed to realize a profit from the funded project.

Eligible Projects

The following projects are typically eligible for Paul Lee Professional Development Grants, although the quality and value of the activity, available funds, and competition from other grant applications will affect final determination of awards.

- Grants supporting research and activities advancing teaching, learning and student success and the mission of the VCCS are eligible, including research; writing professional articles/books (with shared ownership with the VCCS); developing courses not listed in the master course file; collaborative projects with high schools, other higher education institutions or the community; and projects related to VCCS-identified priorities.
- Conference expenses—if they are part of a larger project or activity. Applicants should demonstrate college match for a portion of the costs.
- Travel (domestic and overseas)—approval is dependent upon the purpose, methodology, and justification of costs. Make sure that the travel budget is well researched, detailed, and realistic.

What kind of projects are not eligible for funding?

- Professional development activities typically funded by the college, i.e. tuition reimbursement; travel to VCCS sponsored events; licensures; equipment, supplies, textbooks, and software purchases; student activities funding; normal teaching or administrative duties; and developing courses similar to those in the VCCS master course file.
- Design and development of a web-based course that is already available online (check [VCCS Master Course File](#) listing online) will not be funded unless there is a distinctive or innovative component.

Paul Lee Workshop Mini-Grants Project Eligibility

Paul Lee workshop mini-grants are open to all VCCS employees including adjunct faculty and classified staff. A proposal will not be accepted if the program is already completed and/or fully funded by another source. In no instance will a college be allowed to realize a profit from the funded project.

Eligible Projects

The following projects are typically eligible for Paul Lee Workshop Mini-grants, although the quality and value of the activity, available funds, and competition from other grant applications will affect final determination of awards.

- Best practices for instruction or other professional development, new pedagogies, projects to develop adjunct faculty members.
- Interdisciplinary projects, experimental / innovative programs.
- VCCS-identified priorities.
- Career management strategies, i.e. stress management.

What kinds of projects are not eligible for funding?

- Purchasing classroom, student or software supplies.
- Funding student activities.
- Licensures.
- Workgroup meetings normally supported by colleges.
- Entertainment, gifts, and alcohol.