

## Frequently Asked Questions

### Paul Lee Professional Development Grants

#### Who is eligible to submit a professional development grant application?

Full-time and adjunct VCCS faculty members are eligible. Classified staff may not be primary authors, but may be involved as collaborators and co-applicants.

#### What do applicants need to keep in mind?

Applicants may apply for only one professional development grant and one workshop mini-grant each semester. If there are multiple applications, the applicant will be disqualified for all funding that semester.

- Applicants may apply for a second, follow-up grant when a longer-term commitment needed, especially when the applicant clearly includes the intent to apply for a follow-up grant in the methodology section. If your project will take more than one grant cycle, break it down and apply for only the work that will be completed in the timeframe specified.
- Applicants may reapply the next semester if the grant is not funded.
- Time is applied to endeavors outside the normal course of teaching and administrative responsibilities. It should be used to explore, experience, reflect upon, ingest, and apply new knowledge. A request for three credit hours of time would be considered for grant activities that require at least forty-five hours of work.
- “College contributions” can include: copying, printing and clerical services; videotaping and photographic expenses; computer software, hardware, and other technological equipment; and use of a college vehicle for travel to a conference.
- “Individual contributions” can include: research costs; the purchase of books, computer software, film, and other materials applicable to the project. Often the applicant already owns materials relevant to the project and can therefore claim these as personal contributions.
- “Evaluation of the project” includes a description of the obtained benefits of the project and your professional development as they relate to the education of your students. Benefits may be shown through: modification of course content; documentation of “before and after grant” assessment of course content; student verbal and written responses to revitalized, new or expanded course

offerings; and improved retention and lower attrition rates over several semesters of classes involved in a modified experience due to the grantee's enhanced knowledge.

- “Dissemination” activities and venues can include published information, your classroom, faculty/staff and division meetings and in-service activities, peer group meetings, New Horizons, local and national conferences, and seminars and professional meetings.

## **Paul Lee Workshop Mini-Grants**

### **Who is eligible to submit a mini-grant application?**

All VCCS employees, including adjunct faculty and classified staff, are eligible to submit a mini-grant.

### **What distinguishes a workshop mini-grant from a professional development grant?**

Mini-grants are awarded for day conferences, in-service activities and workshops. Funds are allocated to conduct a meeting, not attend one. Those conducting mini-grant workshops are not eligible for honorariums.

### **What kinds of projects and other professional development activities are eligible for funding?**

Please see the list of [suggested topics](#) and keep in mind that VCCS-funded workshops must involve more than one college in scope, preparation and attendance. If only one college is to benefit, the workshop should be funded by that college.

### **What activities associated with mini-grants are eligible for funding?**

Mini-grants may be used for all of the following: one or more speakers from outside the VCCS; travel costs for speakers within the VCCS; food and beverage at per diem rates for attendees; and the cost of handouts.

### **Which budgetary items will not be funded?**

Speakers actively engaged in the sale of a product and speakers from within the VCCS are not eligible for compensation, and services not connected with an approved budget activity. Monies may not be used for gifts, entertainment and alcoholic beverages.

**Can I apply for more than one grant?**

Applicants may apply for only one professional development grant and one workshop mini-grant each semester. In the event of multiple applications, the applicant will be disqualified for all funding that semester.

**Can I apply for a second mini-grant as a repeat or follow-up to the first?**

You may apply for a second grant with new and updated content. A good example of this is the Technology Summit series.

**Is it a good idea to mention the service area for the grant proposal?**

Unlike the professional development grant which is subject to a blind review process, mini-grant applications must list the names of all colleges to be included.

**How does the Professional Development Grants Committee go about reviewing grant proposals?**

A subcommittee of the Professional Development committee evaluates all proposals based on [given criteria](#). The worthiness of the project, thoughtful and detailed programming, identification of speakers and clearly stated goals and colleges' benefits are all considered.

**Can I reapply if my application is not funded?**

Applicants are encouraged to reapply for funding; however, due to the competitive nature of the grants program, the review committee cannot guarantee the revision will be funded.