

Grant Program: Carol Dobrunz Endowment Fund

Funding Source: UWL Foundation

I. Introduction

This fund supports conference costs for *non-tenured faculty or instructional academic staff (IAS) with a continuing appointment*.

II. Program Description

The Carol Dobrunz Endowment Fund supports the following conference costs for eligible non-tenured faculty and IAS with a continuing appointment: registration, travel (including meals), and lodging costs. To be eligible, the conference in the application must occur between July 1 and June 30 of the upcoming year.

III. Award Information

- A. Project Dates of Award: July 1-June 30 of the upcoming year (To be eligible, the conference in the application must occur between July 1-June 30 of the upcoming year.)
- B. Number of Awards: Contingent upon funding availability
- C. Funding Amount: Up to \$1,000 per award
- D. Deadline: Proposals must be submitted via the [Carol Dobrunz Endowment Fund Canvas course](#) by the **last Friday in March at noon**.

IV. Eligibility Information

- A. PI Eligibility: PIs must meet all of the following criteria to be eligible:
 - Must be employed at UWL with at least a 75% appointment
 - Must be either a non-tenured faculty or instructional academic staff (IAS) with a continuing appointment
 - Must be attending a national conference within their discipline
 - May not have previously received this award
- B. PI Number Limit: Projects may be proposed by one applicant.
- C. Limit on Number of Proposals per PI: Applicants may receive funding from this source once.

V. Proposal Preparation and Submission Instructions

Develop and submit your proposal according to the guidelines below. All items should be submitted in PDF format for easier viewing by the committee.

A. Cover Page and Abstract

Use of the [Cover Page & Abstract template](#) is required. Delete all instructions in blue font and replace with the requested information. The following information must be addressed:

- *Project Title*: Provide a self-explanatory title.
- *Area of Focus*: Select "Scholarship/Research" and/or "Teaching" as applicable to the proposed conference.
- *Start and End Dates*: Enter the dates the conference will take place.
- *Investigator*: Enter your name and department.
- *Amount of Proposal*: Enter the total amount requested from this grant. The total may not exceed \$1,000.
- *Additional Funding Sources Applied for*: If you have already submitted or intend to submit this project to other internal or external sources, please indicate to which sources and when. Also note any department and/or college support. Otherwise, indicate "not applicable."

- **Abstract:** Provide the information under the following headings:
 - **Conference Information:** List the title, location, and dates of the proposed conference the applicant will attend. Indicate whether the applicant will present at the conference.
 - **Award Criteria:** Address the following questions:
 - Does the applicant have at least a 75% appointment at UWL?
 - How many years has the applicant been at UWL in their current role?
 - Is the applicant's appointment type (1) non-tenured faculty member or (2) IAS member with a continuing appointment?
 - Is this a national conference within the applicant's discipline?
 - Has the applicant previously received this award?
 - **Conferences the Applicant Attended the Year Prior to This Academic Year:** List any conference(s) the applicant attended during the year prior to this academic year and indicate whether the applicant presented at each conference.

B. Proposal Narrative

The proposal narrative is limited to 2 pages. A font size of 11 should be used and line spacing of no less than 1.5. Submit as a PDF file. Address the following criteria:

1. Describe the nature of the conference and how it relates to the applicant's discipline.
2. Articulate why the conference is important and relevant to the applicant's professional development and/or curriculum development.
3. State whether the applicant will be giving a presentation and/or formally participating in some other way at the conference.

C. Budget and Budget Justification

An itemized budget request must accompany each proposal. Two budget documents are required and should be submitted as PDF files:

- [UWL Internal Grant Budget Form](#)
 - Note this is a form used for most UWL grant programs, and not all cost types listed are allowed for this program. Only conference travel costs are allowable, and all requested funds should be entered in Section E. Travel of the budget form. Applicants may request conference related travel costs such as registration, airfare, mileage reimbursement, car rental, meals and incidentals, and lodging up to a total of \$1,000.
- Budget Justification
 - The Budget Justification is limited to one page. Provide a detailed justification for all requested conference travel expenses, including the source(s) of cost estimates.

Funds requested must follow UW System and UWL travel policies. Refer to the travel guidance on the [UWL travel website](#) and [UW TravelWise Calculator](#) for policies and travel rates. The conference must take place on or after July 1 **following the review cycle**. Conference travel must be concluded by the following June 30.

D. Proposal Approval Process

The PI is responsible for obtaining approval from their chair/unit director and dean/division director prior to submitting an application. Please note that a chair/unit director and/or dean/division director has the right to rescind an application that has not received their approval prior to submission.

E. Submission Requirements

1. Self-enroll in the [Carol Dobrunz Endowment Fund Canvas course](#).
2. Email a copy of your application to your department chair/unit director and dean/division director, allowing sufficient time prior to the submission deadline for them to review. Verify their approval.
3. By the deadline, upload and submit all proposal materials in PDF format via Canvas. Each application component must be submitted as a separate assignment in Canvas:
 - a. [Cover Page & Abstract](#)
 - b. Proposal Narrative
 - c. [Budget](#)
 - d. Budget Justification

VI. **Proposal Processing and Review Procedures**

A. **Review and Selection Process**

Proposals are reviewed and recommended for funding by the Faculty Senate Instructional Academic Staff (IAS) Committee. Following review, the IAS Committee makes funding recommendations to the Office of Research & Sponsored Programs (ORSP).

VII. **Award Administration Information**

A. **Notification of Award**

Applicants will be notified of award decisions by the Office of Research & Sponsored Programs (ORSP) before the end of spring semester. At this stage, the grant recipients may have to provide an amended budget and/or budget justification if the award amount is different than originally requested. Questions regarding fund administration should be directed to ORSP.

Generally, Business Services establishes separate accounts for each grant awarded in June, and funds become available on July 1. A UDDS/new account form (including the account number assigned) is sent to the grant recipients prior to July 1. Please be advised that spending award funds before July 1 requires prior approval from ORSP.

B. **Award Conditions**

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds granted shall be returned to the university.

Generally speaking, conference activities must be concluded by June 30 following the year of submission. UW System travel policy requires travel expense reimbursements (TERs) be submitted via the e-reimbursement system no later than 90 days following the travel end date. Unused award funds will be rescinded. If you are not able to travel to the conference specified in your proposal, please contact ORSP (grants@uwlax.edu, 608.785.8040), as award funds will be rescinded; please note you may reapply during the following grant cycle.

VIII. **Contact for More Information**

Questions regarding program priorities and review should be directed to the current IAS Committee Chair (see the current [Faculty Senate Committee Assignments](#)).

Questions regarding grant funds and accounts should be directed to the ORSP Internal Grants Manager at grants@uwlax.edu or 608.785.8040.

Questions regarding international travel should be directed to the Office of International Education & Engagement at international@uwlax.edu or 608.785.8016.

Questions regarding travel policy should be directed to Business Services at businessservices@uwlax.edu or 608.785.8554.