Orange County Community College
Faculty/Staff Development Committee
115 South Street
Middletown, New York 10940

FSDC
Application for
Harriman Grant

The Faculty/Staff Development Committee
Professional Development General Guidlines

1. If you are a full-time permanent, non-grant-funded, faculty, professional staff, or Civil Service employee of Orange County Community College who works at one of our campuses, you may apply to the FSDC for funding that supports and encourages your professional development in the areas described in the Guidelines. The Committee reviews each application; however, funding is not guaranteed.

   When you apply, please:

2. **Type/word process all applications**

   Use the application forms available from the FSDC committee or the CTL web site.

3. Ask your department /area supervisor to complete/sign the department-approval and funding-committee information (as required).

4. Send one (1) original copy of your application with supporting documents and nine (9) collated and stapled copies of the application form, for a total of 10 copies, to the Chair of the FSDC. The Committee will not consider an application unless ten (10) collated and stapled copies are submitted. Do this as far in advance as possible--and before the event. Applications should be sent to the FSDC Chair who will distribute them to the committee members for consideration at the next meeting.

5. Within thirty (30) days of successful completion, you are asked to send to the Chair of the FSDC two copies of each of the following: 1) the Professional Development Report that was sent to you at funding approval, 2) a completed expense report, 3) a photocopy of the receipts on 8.5" X 11" papers, and 4) evidence of successful completion of a course or Harriman purchase.

6. One cannot apply retroactively for reimbursement in the next academic year.

7. Current FSDC Chair: Dr. Stephen Meagher
                                        English Department

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FSDC Guidelines for Harriman Fund Mini-grants

Reimbursement: 100% to a maximum of $2,000

Mini-grants are given for innovative professional development projects that benefit OCCC, its teaching / learning process, or the support-service environment.

Projects should fit into one of the **two** funding streams:

1. The enhancement of the academic environment through the use of new equipment.
2. The enhancement of the academic environment through the use of new software.

These grants must not be used for the acquisition of materials, that are, or should be, part of the regular Department / area planning and budgeting.

Proposal Guidelines and Format: Please provide an explanation of how the mini-grant satisfies the above criteria.

A. Include a specific answer to each of these questions:

1. How does your proposed project facilitate the teaching / learning process, the support service environment, or your individual knowledge?
2. What are its long and short-term benefits to the college?
3. How is your project NOT a part of your salaried job and assigned duties, or your department / area's regular planning and budgeting?
4. What will happen if you receive partial funding?

B. Time frame and budget.

C. Supply evidence that the appropriate department or administrative office supports the project and that there will be no other reimbursement.

Funding Guidelines:

1. The applicant must be a full-time, permanent, non-grant funded, faculty, professional staff, a staff , a Civil Service employee on active payroll who works at one of our campuses, or an academic department.

2. Projects will be funded to a $2,000 maximum.

3. The FSDC makes the funding decision; the Business office executes disbursement.

4. At the project's completion, the FSDC Professional Development Report form (sent to you when funding is allocated) must be completed and sent to the Chair of the FSDC; an oral presentation may be requested by the Committee. A photocopy of your receipts for expenses must be sent to the Chair of the FSDC.

FSDC Harriman Grant Proposal

Reimbursement: 100% to a maximum of $2,000   **Please Type/Word Process**

Applicant's name: _____ Date _____

Dept / area: _____

Are you Faculty, Staff, Civil Service, or grant-funded? _____

Title of proposal_____

Beginning date of proposal/use of material: _____ Ending date (if applicable): _____

Brief summary of proposal/material:

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Proposal is for which Mini-grant category (see Guidelines):_____

Proposal objectives / needs addressed:

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1. How does the material facilitate the teaching/learning process, support the service environment, or increase individual knowledge?

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2. What are the Proposal's or material's long and short-term benefits to the college?

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3. What department support do you have for this proposal? (e.g. Clerical help, supplies, money, time)

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4. Proposal's specific activities:

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5. Proposal's time frame:

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6. Proposal's specific budget:

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7. What would happen if you received only partial funding?

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Applicant's signature: _____   Departmental approval: _____