

**Guidelines for Funding Faculty and Staff Scholarship and Development**

**June 1, 2016**

**Purpose**

All faculty and staff are encouraged to seek opportunities for professional development, continuing education, disseminating scholarship, and networking. These goals may be met through travel to professional conferences, meetings, webinars, online courses or other gatherings. These guidelines are designed to assist faculty and staff in making requests for funding assistance from the College. Requests are normally submitted by **August 15th** of each year for the next fiscal year.

All professional development funding is subject to availability of fiscal resources and will vary from year to year. Resources at Mennonite College of Nursing are limited and decisions regarding funding are based on serving the best interests of the College as a whole and considerations for the individual faculty or staff. The Administrative Planning Council advises the Associate Dean for Academics to determine the priority of funding. Faculty and staff are encouraged to submit their work for publication and may wish to also seek out resources from the Associate Dean of Research.

Faculty and staff may apply for funding:

* When representing the college, seeking professional development, and/or presenting scholarship as the presenting author, with the following considerations:
  + When travel is required or requested by the Dean, Associate or Assistant Dean to meet the needs of the college, faculty and staff will receive full reimbursement.
  + When faculty are the presenting author at a conference presentation that is not a priority for the College may apply for funding and assistance will be provided if funding sources are available.
  + Midwest Nursing Research Society Annual Conference when:
    - Presenting author on accepted abstracts may apply for funding and indicate the priority that this conference has for full funding relative to other travel funding they have applied for;
    - Applying for funding faculty should indicate if they will be serving in leadership roles at the conference, such as moderator, chair of research section; or receiving an award;
    - The college has openings for 3 students in each of the following programs: BSN, MSN, DNP and PhD in the poster competition. Faculty are encouraged to coauthor with students as first author in these sections; the College Research Committee coordinates the call and the Associate Dean for Research coordinates conference registration and modest travel scholarships for those students selected;
    - Students who are the presenting author with faculty on an abstract accepted for the open call are eligible for conference registration and the travel scholarship. Faculty must ensure these students follow the travel guidelines and timeline for MNRS membership and conference registration;
      * Normally students who are co-authors, but not presenting will not be supported to attend MNRS.
* When supported by external grants faculty and staff are expected to use grant money to support travel related to grant activities.

**Procedures**

1. Prior to making arrangements for professional travel, the faculty or staff should complete a Mennonite College of Nursing Travel Request Form (a Form Stack form and submission) at: <https://forms.illinoisstate.edu/forms/20162017_travel_and_education_expenses_request_form>
2. Following completion of the Mennonite College of Nursing Travel Request Form, notification of successful submission of the request will be sent to applicant via automated email response. This is not an approval of the request, merely a notification that faculty or staff’s request was received.
3. After review, an email notification of initial (tentative) approval will be sent to applicants by the Associate Dean for Academics by August 15 of each year.
4. Once applicant receives notification of their acceptance as the presenting author, the applicant should forward this information to the Associate Dean for Academics. Once notification is reviewed, the faculty or staff will receive an email indicating final approval for funding.
5. For travel policies and detailed instructions on how to complete the voucher, please visit the Office of the Comptroller web site: <http://travel.illinoisstate.edu/reimbursements/>
6. Within 60 days on applicant’s return (to avoid paying federal income tax on travel benefits), the applicant should submit a travel voucher and attach required receipts (please check the website listed for the latest form: <http://travel.illinoisstate.edu/forms/>) to the Director of Business and Finance. For travel policies and detailed instructions on how to complete the voucher, please visit the Office of the Comptroller web site: <http://travel.illinoisstate.edu/reimbursements/>