



Guidelines for Funding Faculty and Staff Professional Development and Scholarship

Purpose

All faculty and staff are encouraged to seek opportunities for professional development and dissemination of scholarship efforts. Such opportunities may include travel to professional conferences, meetings, or continuing education programs; participation in webinars or online courses; or other options proposed by the faculty or staff member. Faculty and staff are encouraged to submit their work for dissemination and may wish to also seek out resources from the Associate Dean of Research. When supported by external grants faculty and staff are expected to use grant money to support travel related to grant activities.

These guidelines are designed to assist faculty and staff in making requests for funding assistance from the College. Requests are normally submitted by September 1st of each year for the next fiscal year. While it is understood that individuals who have submitted abstracts for presentation at professional conferences may not have received acceptance of the abstract by this date, faculty and staff are encouraged to submit a tentative funding request to assist with planning for resource distribution. 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 the degree/amount of funding are based on serving the best interests of the College as a whole and considerations for the professional development of individual faculty and staff. The Dean's Council advises the Associate Dean for Academics and the Associate Dean for Academic Support to determine the priority of funding.

Examples of funding requests include when faculty and staff are:

1. Representing the college at the request of the Dean or Associate Dean
2. Seeking professional development (such as conference attendance, webinar participation, or online coursework) related to their position within the College
3. Disseminating scholarship as the presenting author

Special Circumstance: Midwest Nursing Research Society

For attendance at the Midwest Nursing Research Society Annual Conference:

- 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;
- When applying for funding, faculty should indicate if they will be serving in leadership roles at the conference, such as moderator or chair of research section; or if they will be 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; 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.

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://illinoisstate.az1.qualtrics.com/jfe/form/SV_6zMhmj6Jw5hXYVfd
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 the faculty or staff member's request was received.
3. All requests will automatically go to the Assistant to the Associate Dean for Academics and Program Directors, who will distribute the requests to the appropriate Associate Dean for review.
4. After review, an email notification of initial (tentative) approval will be sent to applicants by the applicable Associate Dean by September 1 of each year.
5. Once the applicant receives notification of their acceptance as the presenting author, the applicant should forward this information to the applicable Associate Dean. Once notification is reviewed, the faculty or staff will receive an email indicating final approval for funding.
6. 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/>
7. The applicant should submit a travel voucher with required receipts attached as soon as possible after travel to the Administrative Aid for Business Service. Forms are available at <https://travel.illinoisstate.edu/forms/>. The Internal Revenue Service requires travel reimbursements that are not submitted within 60 days of the completion of travel to be reported as taxable income. **The 60 day clock begins the day travel is completed and the clock stops when the travel voucher is received in the Comptroller's Office.** 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/>