SON FACULTY DEVELOPMENT FUNDS
2016-2017

Quick Facts

- The form for requesting funds is the last page of this document
- **New request**: Route your request to your supervisor/program director/campus dean for their comment before submitting it to Maureen Moncada at (moncadam@ohsu.edu) for approval by the Senior Associate Dean for Research
- Requests for funds must be approved in advance of the activity
- Receipts for reimbursement should be submitted within 2 weeks following the event
- Faculty in 9- or 12-month appointments who are half time (.5) or more are eligible

Overview

The Faculty Development Fund supports faculty’s professional activities and development, including presentations at professional conferences, attendance at professional meetings, and continuing education events (but not courses toward a degree).

Faculty should first route their request to their direct supervisor for information and comment (if any) about your planned activity, before submitting the request for approval (by the Senior Associate Dean for Research) to Maureen Moncada at moncadam@ohsu.edu. Please use the request form at the end of this document.

Criteria for Funding

- Faculty can receive funds for multiple events up to an annual limit of $1,500.
- Funds are intended for conferences/meetings relevant to a faculty’s role, such as presenting research findings or practice/education innovations, and attending meetings that address strategic priorities of the School. Activities should increase the visibility of the School as well as the faculty.
- Only one faculty (the “presenting” faculty) per poster or podium presentation will be funded as a presenter. If other faculty associated with a project wish to attend, they are considered “not-presenting.”
- In order to maximize the funds, only 1-2 faculty generally receive funds to attend the same conference. NLN and WIN are exceptions.
- Funds are intended to cover expenses not already covered by other sources such as grants or honoraria for travel received by a faculty.
- Requests for funds should be submitted at least 10 business days before the event.
Faculty supported by funds should list the OHSU School of Nursing as their affiliation on abstracts, in program materials for the meeting, and on slides and posters.

For University logos and poster and power point templates, see https://02.ohsu.edu/communications/template/standard-templates.cfm
(Note – for poster production, contact the OHSU Copy Center)

Faculty receiving funds may be asked to share what they learn from funded activities.

Faculty asked to represent the SON at meetings, conferences, or to develop business relationships for the School may be supported by funds other than the Faculty Development Fund.

**Awards**

Typical expenses include registration/ tuition, travel, and hotel. Also allowable are any usual or unusual expenses associated with a presentation, such as a fee associated with showing a video clip.

Unallowable expenses include meals, rental cars (unless a rental car is the cheaper or only mode of transportation), and incremental expenses incurred by someone accompanying the faculty, such as a higher hotel room rate.

Award amounts (maximums per event) are:
- National/International (presenting) = up to $1,500
- National/International (not presenting) = up to $1,000
- Local/Regional (presenting) = up to $800
- Local/Regional (not presenting) = up to $400

Local/regional meetings are those in Washington, Oregon, Idaho, California, Nevada, Utah, Arizona, and New Mexico. Meetings in other U. S. states or outside the U. S. are considered national/international.

Requests for funds should be made as early as possible. If you have submitted an abstract for presentation but have not been notified of the decision, you may submit an application for funds but recognize that the decision about funding will not be made until the outcome of the abstract review is known. Please notify Maureen Moncada of the outcome of the abstract review (accepted or not accepted) as soon as possible after you receive the notification.

Funds must be used for the purpose requested and approved. If you are awarded funds but cancel your plans to attend the event, please notify Maureen Moncada.

**Reimbursement**

Receipts are required.

Submit a reimbursement request within 2 weeks following completion of the event.

If your request for reimbursement is submitted past 60 days, the funds awarded are treated as taxable income rather than as an expense reimbursement.
♦ Reimbursement requests submitted beyond 182 days (6 months) cannot be reimbursed.
♦ If the event is late in the fiscal year (May-June), please submit your request for reimbursement immediately following the event in order to complete the process within the budget year.
♦ Employee travel reimbursement follows University policy (See /o2.ohsu.edu under Central Financial Services); reimbursement levels for travel-related expenses are based on the OHSU Policy on Travel (06-60-020).

**Procedures**

♦ Complete the Request Form (last page of this document). Include a brief statement about how the activity/event matches your faculty goals for the year.
♦ Attach a conference or event brochure.
♦ If you are presenting, attach the notification of acceptance of your abstract or other invitation to present.
♦ Send your materials to your supervisor for their information and any comment. When they return the materials to you, check the box indicating this completed review.
♦ Send materials to Maureen Moncada, who will arrange for approval from the Senior Associate Dean for Research.
♦ Upon approval, the faculty member makes conference registration and travel arrangements.
♦ Following the event, submit receipts to Maureen Moncada.
**Faculty Development Fund Request**

Please submit this completed form with the requested documents to:

**Maureen Moncada, Executive Specialist (moncadam@ohsu.edu)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Current FTE:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Program:</td>
<td>Campus:</td>
</tr>
</tbody>
</table>

### Estimate of Expenses

<table>
<thead>
<tr>
<th>Conference/Meeting and location city, state</th>
<th>Date of Activity</th>
<th>Transportation Costs (e.g. - airfare or mileage)</th>
<th>Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration/Tuition</th>
<th>Other (e.g. - shuttle, parking)</th>
<th>TOTAL ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Application Packet Contents:

1. A completed copy of this form.
2. A conference brochure or schedule.
3. An attachment briefly explaining how this activity/event will help you meet your faculty activity goals for the year.
4. Have you submitted an abstract or will you be presenting at the conference? (check one)
   - YES, will be presenting (attach the notification of acceptance of abstract or other invitation to present)
   - YES, submitted an abstract; not yet approved
   - NO, not presenting
5. Other sources/amount of funds if any to be contributed for this event (e.g. grant): _____________
6. (check this line when supervisor has been consulted about the plans for use of funds)
   Supervisor comment: ____________________________________________

Faculty Member Signature ___________________________ Date ____________

Senior Associate Dean for Research Signature ___________________________ Date ____________

For office use only:

<table>
<thead>
<tr>
<th>National</th>
<th>Local/Regional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenting</td>
<td>Not Presenting</td>
</tr>
<tr>
<td>National+Presenting = $1,500 max</td>
<td>National+Not Presenting = $1,000 max</td>
</tr>
<tr>
<td>Local/Regional+Presenting = $800 max</td>
<td>Local/Regional+Not Presenting = $400 max</td>
</tr>
</tbody>
</table>

Approved: _____  Declined: _____

Amount: ____________