

STETSON UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Guidelines for Faculty Professional Development Funding (FPDF)
(rev. Aug 2026)

FPDF Eligibility

All full-time College of Arts and Sciences (CAS) faculty members are eligible to apply for Faculty Professional Development Funding (FPDF) for the fiscal year. Only full-time CAS faculty members are eligible for FPDF. Any exceptions must be approved by the CAS Dean's Office. The fiscal year is from July 1 to June 30. FPDF is not guaranteed.

The most commonly supported purposes for funding requests are as follows:

- Giving a paper or presentation on the program at a professional conference in the faculty member's discipline or at a conference or workshop on the scholarship of application/engagement, integration, or teaching and learning
- Participating as an officer, session chair, or respondent/discussant at a professional conference or in a professional organization
- Undertaking scholarly or creative work of demonstrable significance to a faculty member's scholarly or creative agenda
- Participating in a conference or workshop in support of academic leadership and administrative responsibilities
- Participating in a conference or workshop for other specific professional development
- Receiving support for publication/presentation of peer-reviewed work

Level of Support

Support for travel to a conference or workshop and/or support for other scholarly and creative activities central to a faculty member's professional development is, in most cases, limited to the following levels of support for the 2027 fiscal year:

Travel within North America and the Caribbean* and/or other non-travel related scholarly and creative professional development activities	Up to \$2,000.00
Travel outside North America and the Caribbean*	Up to an additional \$800.00
Attendance only at a conference or workshop**	Up to \$800.00

*Pertains to active conference participation, such as presenting a paper or poster or serving as a respondent/discussant, session chair, or professional association officer. Nature of travel and involvement can impact total support for any request.

**Pertains to attendance only (i.e., not actively participating, as defined above) at a conference or workshop; only one application per fiscal year for this purpose may be funded as part of the \$1800 limit. Applications to support active conference participation will receive priority over applications to support attendance only.

Before applying for CAS FPDF, Brown Teacher-Scholar Fellows should apply first to the Brown Center for Faculty Innovation and Excellence for up to \$1000 in funding. Should the request for funding exceed \$1000 and pertain to active participation, as defined above, Brown Teacher-Scholar Fellows may submit a joint application to the CAS Dean's Office and the Brown Center, requesting \$1000 from the Brown Center and up to \$600 from CAS FPDF.

Academic departments may supplement CAS FPDF with funding from other sources, including departmental restricted accounts.

Requesting FPDF

Faculty members are expected to contribute to their own professional development. Due to limited resources, faculty should expect that any awarded FPDF will help defer costs, but not necessarily the total expense involved in professional development opportunities. Faculty should review their professional development opportunities for the academic year, identify their top priority, and submit a funding request to support that selected opportunity.

The Dean's Office will not award FPDF to faculty members who do not receive approval for funding prior to travel or prior to otherwise engaging in professional development activities for which funding is requested.

Requests for FPDF are reviewed and funding is awarded on a rolling basis throughout the calendar year. Requests for FPDF must be submitted via the FPDF Request Form *at least three weeks in advance* of your intended departure or usage or no later than the applicable deadline listed below, whichever comes first. The deadlines for submitting a request for FPDF within a given fiscal year are as follows:

Request for funding to support travel/activities to occur	Deadline
Between July 1 and December 31	October 31
Between January 1 and June 30	March 31

FPDF requests should be submitted using the form posted in the CAS Resource Guide and Handbook. Review that form for all required materials before beginning your submission.

In your request, please include accurate estimates for all legitimate expenses, even if they exceed the applicable level of support listed above. For example, when estimating lodging costs, please cite the conference hotel's rate, including taxes and other fees. There is an FPDF Estimator Tool posted in the CAS Resource Guide and Handbook to assist you in this process. Please be judicious in using reasonably-priced lodging, transportation modes, early discounted registration fees, etc.

Please use Stetson's approved per diem rates when estimating (and seeking reimbursement for) your meal costs and include a copy of the conference or workshop agenda/program (if it is available) that indicates whether and which meals are covered by the registration fee. If the meal per diem rate for the location to which you plan to travel is higher than Stetson's rate, please include the U.S. Government Services Administration's (GSA) meal per diem rate pages for that location and **exclude** the incidental expenses (listed as "IE" on the GSA meal per diem rate page) from your estimate; Stetson does not cover incidental expenses. *Otherwise, meal per*

diem rates above Stetson's rates will not be considered.

The submitted GSA meal per diem rate pages must include:

1. the city's/location's meals and incidental expenses (M&IE) overall rate,
2. the per meal rates for that city/location, and
3. the rates for the first and last day of travel for that city/location.

Note that the number of meals covered on departure and return dates generally is fewer than three meals per day, and *your request for funding should reflect that fact*. See <http://www.gsa.gov/perdiem> and the CAS Guidelines for FPDF Purchasing and Reimbursement. If part of your travel will be outside of the United States, submit comparable information about the meal per diem rates pertaining to those portions of your travel outside of the United States. Refer to the U.S. Department of State website and the CAS Guidelines for FPDF Purchasing and Reimbursement.

Please do not request funding or reimbursement for the following items, which will not be approved or reimbursed:

- Airline upgrades or add-ons (e.g., seat upgrades, seat selection fees, etc.)
- Fees for travel agents
- Travel insurance
- More than one checked bag
- Lodging upgrades or suites
- Meals covered by a conference/workshop registration fee or meals provided by an airline
- Travel, meals, lodging, and the like for anyone other than yourself
- Child- or pet-care costs related to your travel
- The costs of car rental and gas, if you request mileage reimbursement for the rental.
- Mileage reimbursement for a car rental, if you request the costs of car rental and gas.
- Additional days at the conference site
- Membership fees to professional organizations (with the exception of the case whereby an individual's membership fee combined with the conference registration fee for members of the organization is equal to or less than the conference registration fee for non-members, in which case, documentation of this fact must be submitted upon the request for funding and with the request for reimbursement)

You will need to provide a OneDrive link on the application form for the location of applicable documentation for your request, such as:

- Completed FPDF estimator spreadsheet
- Documentation of expected participation at the conference (e.g., notification of acceptance, program)
- Cost of accommodations (e.g., reservations with outlined costs, screenshot of conference website with conference hotel prices)
- Per diem rates for your location
- Conference registration (e.g., receipt, screenshot of price)
- Estimated related research or creative activity expenses (e.g., price quotes)
- Documentation of manuscript acceptance and related publication costs

FPDF Request Evaluation and Approval

Once your request is submitted, it will be routed to your department chair for approval. If approved at the department level, your request will be automatically routed to the CAS Dean's office for review. If approved, you will receive notification of the level of funding via email from the CAS Dean's office.

Purchasing and Reimbursement

See the CAS Guidelines for FPDF Purchasing and Reimbursement posted in the CAS Resource Guide and Handbook.