

Faculty Enhancement Opportunity (FEO) Application

For Spring 2018 awards – application due to PVFA@aa.ufl.edu by October 13, 2017 EOB. NOTE: Incomplete or incorrect (missing CV, budget errors, etc.) applications will not be reviewed. *Please proof your final copy before submission.*

If you have questions, please contact PVFA@aa.ufl.edu prior to submitting your application – **1 single PDF document (pages 1-9) plus Excel Budget Sheet combined with rest of package.**

Name (last, first): _____ Faculty Title: _____

UF ID: _____ UF Email address: _____

Type of Appointment (check): _____ tenured _____ tenure-track
_____ clinical _____ other _____

Date of Appointment to UF Faculty (month/year): _____ (Minimum 3 years of Full Time service)

Date Tenure Awarded, if applicable, (month/year): _____

Date of any previous *FEOs: _____

College: _____

Department: _____

Campus address (POB): _____

**Fiscal Manager Name & email: _____

Budget information (**must match totals on Budget Worksheet- Excel File**):

Central FEO Funds requested: _____

***College/Department Funds to be provided: _____

Other Funds to be applied, if applicable: _____

GRAND TOTAL FOR FEO: _____

FEO Activity Date: Start (mo/yr) _____ **End (mo/yr)** _____

Is this a reapplication? If yes, please indicate all cycles when you previously applied: _____

***Previous FEO awardees eligible again in 6 years.**

**** Faculty should provide budget sheet to Fiscal Manager – if awarded.**

*****Must be included** (can be in-kind).

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ABSTRACT: (Provide **one** paragraph describing your proposed FEO project in a way that can be understood by colleagues outside your discipline, alumni, and educated members of the general public.

Please submit a 2-4 page *curriculum vitae*/resume with your application. (Please do not submit a longer CV. Failure to include a CV or inclusion of a CV longer than 4 pages may disqualify you).

GOALS FOR FEO:

(List 3 to 5 succinct goals)

FEO PLAN/ACTIVITIES/SCHEDULES:

(Describe in the space allotted on pp. 3-4 of this form; plan should not exceed one calendar year.

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FEO PLAN/ACTIVITIES/SCHEDULES: (Continued: page 2 of 2)

OUTCOMES OF FEO: (You will be asked to submit a report of your accomplishments at the conclusion of the FEO. Please prepare this section with that report in mind.)

A. List specific outcomes of this FEO related to your own professional growth and development.

B. List specific benefits of this FEO to your department, college and/or the university overall.

CHECK ONE: I agree () or I do not agree () that my proposal (WITHOUT budget information), if successful, can be shared with others applying for FEOs.

BUDGET JUSTIFICATION OF EXCEL SHEET:

Explain how requested funds will be used, by category (e.g., salary support, travel.) Attach a separate page.

For travel, list airline, travel locations, travel dates and the source of information you used (travel web site or a travel agency quote, etc.) Air travel must be based on economy class.

For auto rental (if applicable) include rental dates, rental company, and source of estimated price (travel web site, auto rental web site, etc.)

For meals, [list state per diem rates](#) and calculate per day (\$xx/days)

For other expenses (fees, etc.) provide details on how you estimated the costs, such as web sites, catalogs, written quotes, etc. If not sure what expenses are covered, please contact Dr. Kwolek-Folland at 392-4792 or akf@aa.ufl.edu.

To see examples of well-planned and well documented budget justifications, please visit the FEO web page at <http://www.aa.ufl.edu/FEO>

BASIC PRINCIPLES

- (1) FEOs are intended to advance the academic/professional/scholarly abilities of faculty members. Thus they are similar in intent to sabbaticals. However, FEOs are intended to be more flexible in nature and duration than traditional sabbaticals. Thus FEO funds are to be expended primarily for salary/benefit offset, travel costs and/or fees for conferences or similar learning experiences. Some portion of summer salary can be requested for those on 9 month contracts who propose summer FEOs. FEO funds are generally **not intended to fund such things as equipment/supply purchases, pilot studies, GRAs or similar items for which other sources of support are available.**

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TO DEPARTMENT CHAIR:

Please evaluate the applications from your Department based on FEO criteria and forward to your appropriate Sabbatical/Professional Leave Committee (S/PLD Committee) **only those proposals you consider worthy of funding.**

TO SABBATICAL/PROFESSIONAL LEAVE COMMITTEE:

Please evaluate the applications from your College based on FEO criteria and forward to the appropriate Dean **only those proposals you consider worthy of funding.**

TO DEAN:

Please evaluate the applications from your College based on FEO criteria and forward to the FEO Task Force **only those proposals you consider worthy of funding.**

No other recommendation letters or letters of support should be included with individual applications.

Note that the FEO Task Force will do an independent review of the merits of each proposal. Please do not submit any proposals you do not consider worthy of funding.

Send application in one single PDF document (pages 1-9) and Excel Budget sheet (combined with rest of package) to PVFA@aa.ufl.edu by October 13, 2017 End of Business Day.

All signatures must be included here.

1. CHAIR, DEPARTMENT OR COLLEGE SABBATICAL COMMITTEE OR EQUIVALENT:

I support this application and rate it meritorious.

TYPED NAME: _____

TITLE: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

2. DEPARTMENT CHAIR:

I VERIFY THE INDIVIDUAL HAS BEEN A FULL TIME FACULTY MEMBER AT UF FOR 3 YEARS OR MORE.

I support this application and rate it meritorious.

TYPED NAME: _____

TITLE: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

2. DEAN:

I support this application and rate it meritorious. (If you are signing on behalf of the Dean, please indicate your title and email address.)

TYPED NAME: _____

TITLE: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

FEO APPLICATION CHECKLIST:

Please check the following items before you submit the application. Failure to complete these items will result in your application being returned without consideration for an award. Due to the volume of applications being received, it is not possible for the FEO Task Force to follow up on errors or omissions. Thank you for understanding.

- 1. Are all items completed on page 1, including the budget and Department Fiscal Manager information (Name and email)?
- 2. Does the Budget specify College or Department funds?
- 3. Does the Budget Information on page 1 match the budget on the Excel Budget sheet?
- 4. Do the numbers on Excel Budget Worksheet add up correctly?
- 5. Did you include a 2-4 page Current Curriculum Vitae?
- 6. Is Page 8 signed by all the necessary people?
- 7. Does Page 8 include titles and email addresses?