

The purpose of Jacksonville University's Faculty Development Grant Program is to support full-time faculty engagement in high-quality professional development opportunities that enhance teaching, scholarship, and service. Funding is available to assist with participation in domestic and international conferences as either an attendee or presenter, with priority given to faculty presenting their scholarly work, early-career faculty, and activities that demonstrate clear alignment with the University's academic mission. As funds are limited, awards are made competitively based on the potential impact of the proposed activity, including contributions to research dissemination, professional collaboration, and institutional visibility.

## FACULTY DEVELOPMENT GRANT APPLICATION

### APPLICATION DIRECTIONS

- Submit this application at least **four (4) weeks prior to the event to ORSP@JU.EDU**
- Review **Appendix A** (attached) to understand eligible and ineligible expenses
- Maximum of two requests per academic year
- Applicants are responsible for ensuring ORSP receives the **fully signed application** from their college/unit
- Funding decisions will be communicated within **10 business days**
- **Retroactive funding is not permitted** - activities occurring without prior approval will not be reimbursed

### 1. APPLICANT INFORMATION

Full Name

Faculty Rank & Title

School / College

Request:      First      Second

### 2. SELECT REQUEST TYPE

| Type      | Domestic      | International |
|-----------|---------------|---------------|
| Presenter | Up to \$1,000 | Up to \$1,400 |
| Attendee  | Up to \$800   | Up to \$1,200 |

Virtual Conference (funding based on cost of registration)

Amount Requested:



Office of Research  
& Sponsored Programs  
JACKSONVILLE UNIVERSITY

### 3. EVENT DETAILS

Conference Title

Location

Dates

(start date)

(end date)

\*Expense report is due within 10 business days after conference.

### 4. STATEMENT OF IMPACT

Is this a recurring conference?      Yes      No

Briefly describe impact on instruction and student learning (150–200 words):

### 5. PRESENTER DETAILS (if applicable)

Title of Presentation:

Type:      Paper      Poster      Performance      Other

Peer Reviewed?      Yes      No

### 6. SIGNATURES

**Role**

**Signature**

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Applicant

Dept Chair/Unit Head

Dean

# ORSP Travel & Reimbursement Policy

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This policy follows the Jacksonville University Travel Policy but contains additional requirements for reimbursement under ORSP Faculty Development awards. Acceptance of the award indicates the policy below has been read and agreed to by the traveling faculty member.

## General Reimbursement Rules

- ORSP reimburses only actual expenses incurred with supporting receipts.
- Per diem meal reimbursement is not permitted.
- Expense reports must be submitted within ten (10) business days of the event end date.
- Each traveling faculty member must submit their own expense report.
- Expenses exceeding the award amount require a second account number from the faculty member's college.
- Documentation of conference attendance or presentation is required.

## Eligible Expense Categories

| Expense Category        | What ORSP Will Reimburse                                                                                  | Required Documentation                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Conference Registration | Conference registration fees. Membership fees only if required as a conference presenter.                 | Itemized receipt from the host organization.                                     |
| Meals & Beverages       | Actual cost of reasonable meals and beverages including gratuities (10–20%). Alcohol is not reimbursable. | Itemized receipt.                                                                |
| Hotel / Lodging         | Standard or economy hotel room rate. Upgrades beyond standard rooms are not reimbursable.                 | Itemized hotel receipt including hotel name, check-in/check-out dates, and cost. |
| Airfare                 | Basic or economy airfare plus baggage fees. Upgrades are not reimbursable.                                | Airline ticket receipt/invoice and boarding passes.                              |

## Appendix A

|                            |                                                                                                                                                           |                                                             |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Mileage / Personal Vehicle | Private automobile mileage at the current federal rate OR gasoline expense for trips greater than 20 miles round trip but less than 400 miles round trip. | Google Maps or MapQuest mileage documentation and receipts. |
| Taxi / Rideshare           | Taxi, Uber, or Lyft fares including reasonable tips (up to 20%).                                                                                          | Itemized receipt.                                           |
| Rental Car                 | Compact or intermediate rental vehicles for trips exceeding 200 miles one way or 400 miles round trip.                                                    | Rental agreement and itemized receipt.                      |

### Expenses Not Eligible for Reimbursement

- Alcoholic beverages
- Per diem meal reimbursement
- Annual fees for personal credit cards
- No-show or cancellation charges for airfare, hotels, or car rentals
- First or business class airfare upgrades
- Hotel or lodging upgrades
- Gift cards or gifts to friends or relatives in lieu of meals or lodging
- Life or travel accident insurance premiums
- Instructional supplies or materials
- Shipping costs for supplies or materials
- Parking fines and traffic tickets
- Personal care items
- Professional licenses and certifications
- Laundry, valet, or dry-cleaning charges
- Personal entertainment such as hotel movies, newspapers, magazines, or health club facilities
- Repairs or towing of personal vehicles
- Baby-sitting or pet-sitting
- Expenses for travel companions
- Internet service charges
- Optional valet parking services
- Annual memberships to the host organization if required for conference attendee registration
- Damage to personal automobiles used on official business
- Rental car insurance