General Information for Faculty Applying for Awards and Grants

The OFD welcomes specific questions about eligibility for any of our awards or grants or any other related questions. Please contact Glaucia Silva at gsilva@umassd.edu

At the present time, the OFD is not in a position to award grants or faculty development monies to individuals. We are also not able to fund research-related travel or travel to present research papers. Faculty looking for this kind of financial support are encouraged to seek other sources of funding such as that offered by the Provost's Office or UMD's Healey grants. For larger projects, faculty should consult with the Office of Research Administration.

While every effort has been made to make our application processes clear, the OFD may occasionally need to obtain further information from an applicant to make a decision about a grant or award application.

If a budget is required for an application, applicants are requested to provide a detailed, itemized budget. Receipts will be required for reimbursement. Please only include expenses that are allowable under UMD policies for reimbursement. If you are not sure if you have a reimbursable item, please contact Accounts Payable.

Budget items are not interchangeable once a grant to support faculty development has been awarded, so please ensure that you have requested the correct items you need for your teaching and/or research project.

Once an award or grant has been given, you will be required to fill out a Travel and Expense authorization form on PeopleSoft prior to travel or the grant project beginning. You will be notified of the need to do this at the same time you are notified of your award or grant. The OFD cannot stress enough the importance of doing a T and E authorization in a timely manner. The only exception is when an award is given in the form of "additional compensation", in which case you need to fill out the relevant additional compensation and non-conflict forms.

If your T and E authorization is filled out by someone other than yourself, please e-mail Glaucia Silva to notify her of the fact.

Once travel, a project or part of a project is completed, please complete a T and E reimbursement form in PeopleSoft.

While the OFD aims to keep chairs and deans informed of our award and grant giving, faculty are strongly encouraged to inform their chairs and deans of any awards or grants they receive from the OFD.