

To: ETSU Faculty  
From: Dr. Brian Rowe, Chair, Presidential Grant-in-Aid Committee  
Subject: Presidential Grant-in-Aid Request for Proposals  
Date: 1/19/2022

**Presidential Grant-in-Aid (PGIA) applications for the fiscal year quarter April 1<sup>st</sup> through June 30<sup>th</sup> should be submitted by Friday, February 25<sup>th</sup>, 2022.** The PGIA application form and guidelines can be accessed at <https://www.etsu.edu/academicaffairs/grant-in-aid.php>.

PGIAs fund the professional development of ETSU faculty. Attending or presenting at professional meetings is not eligible for funding, but attending training workshops that are part of larger professional meetings is. Requests to fund research projects should be submitted to the Research Development Committee, but support for acquiring the expertise needed to conduct research is PGIA-eligible. Renewing certifications, credentials or licensure is not eligible for funding, but obtaining new certifications, credentials or licensure is. PGIAs may fund proposals to increase teaching expertise, but they do not fund course redesigns, equipment, or instruction in specific courses. Faculty should submit such proposals to the Instructional Development Committee.

Apply for PGIAs soon enough to use funds, if approved, to pay professional development registration fees and travel expenses. Any expenses paid on your departmental Procard prior to receiving PGIA funding may not be eligible for reimbursement. Use your personal funds to pay any expenses that are required prior to PGIA funds availability. PGIA recipients must use the PGIA Procard maintained by the Office of the Provost to pay expenses. If you charge airfare and registration fees to your department's Procard, those expenses will be paid by your department, per the Procard policy.

Email the completed application as a **Word** file to Leah Knotts at [knottsl@etsu.edu](mailto:knottsl@etsu.edu). **Please do not convert the Word file to pdf as the PGIA database cannot accept it in this form.**

Please note:

- All full-time faculty are eligible to apply for PGIAs: Tenured, tenure track, research track, clinical track and lecturers.
- If you do not receive confirmation of receipt of your PGIA application, check with Leah Knotts at 9-8445.
- Supporting material should be provided as a link in the document, an inserted image, or a scanned file(s) separate from the application.
- Applicant, chair and dean signatures are **not** required at the time of submission, but will be needed before disbursement of the award. However, material support or supporting statements from these individuals may strengthen an application.

Faculty preparing PGIA applications may consult members of the committee: Brian Rowe (chair), David Tarnoff, Alison Barton, Fred Mackara, Thomas Crofts, Greta Marek, and Jill Channing.

#### **Deadlines for fiscal year 2021-2022**

Activities April through June

February 25