



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**DK-4**

### **Mini-Grants for District Faculty**

**APPROVED:** September 27, 1994    **REVISED:** March 22, 2020  
**Year of Last Review:** 2021  
**AUTHORIZING BOARD POLICY:** DK

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

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**OBJECTIVE:** To provide faculty\* with guidelines for processing and implementing short-term faculty professional development projects or guest lectures.

#### **PROCEDURE:**

##### **I. General Provisions:**

- A. Mini-grants are available to all full-time faculty members who have completed one year of employment with the District.
- B. Mini-grant applications may be submitted at any time, but applications submitted after April 1 will not be reviewed by the Faculty Professional Development Committee until the beginning of the following fall semester.
- C. A Mini-Grant is defined as a faculty professional development project that meets one of the following criteria:
  - 1. Supports the instructional mission of the El Paso County Community College District.
  - 2. Supports the development/implementation of new teaching techniques.
  - 3. Addresses educational problems or issues faced by the District faculty, students or the greater community.
- D. Compensation

Faculty participants will be compensated equal to or less than the equivalent of three credit hours overload compensation. See the Faculty Development web site for further information or details.
- E. Completion

The project will be completed according to the timelines presented in the proposal.

##### **II. Application Process**

- A. Complete the *Faculty Professional Development Mini-Grant Application Form* (attached to this procedure) that is also available from the Faculty Development Office.
- B. Attach supporting documents or complete proposals as necessary.
- C. Submit the application to the supervisor.
- D. Forward the application with the supervisor's signature to the Faculty Development Office.

\* Note: The word "faculty" denotes instructors, counselors and librarians.

- E. Receive the Faculty Professional Development Committee recommendation within 30 to 45 calendar days of application submission, academic schedule permitting, unless the Committee requires additional information.

### III. Follow-up

Within sixty calendar days of completing the Mini-Grant, the recipient(s) will submit a follow-up report to their supervisor and to the Faculty Development Office. In addition, the recipient(s) of the Mini-Grant will present their project or guest lecture at the next Faculty Development Week Workshop.



# Faculty Professional Development Mini-Grant Application Form

For College Procedure DK-4 *Mini-Grants for District Faculty*

## Mini-Grant Application Process. Applicant(s) will:

1. Complete this form and attach any supporting documents for the committee to review.
2. Forward the application with the supervisor's signature to the Faculty Development Office.
3. Be limited to one Mini-Grant award per academic year and preference will be given to new and innovative applications.
4. Be informed of the decision of the committee within 30-45 calendar days of application submission, unless the Committee requires additional information.

## Section One: About the Applicant(s)

<b>Name of Faculty Applicant(s):</b>	
<b>EPCC email:</b>	
<b>Contact Phone number:</b>	
<b>Discipline:</b>	
<b>Campus:</b>	
<b>Date Application was Submitted*:</b>	
<b>Have you applied for a Faculty Mini-Grant in the last five years?</b> (Having done so does not necessarily impact your eligibility to earn an award.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If you have been awarded a Faculty Mini-Grant in the last five years, please list the title(s) of your project(s) and the years of the award(s).</b>	

\*Applications submitted on April 1st or later will not be reviewed by the Faculty Professional Development Committee until the beginning of the Fall semester.

## Section Two: About the Project

<b>Which category best reflects your project?</b>	<input checked="" type="checkbox"/> Project for \$	<input type="checkbox"/> Guest Lecturer for \$
<b>Which criterion best fits your proposed project? Please check all that apply.</b> <input type="checkbox"/> Supports the instructional mission of the El Paso Community College District. <input type="checkbox"/> Supports the development/implementation of new teaching techniques. <input type="checkbox"/> Addresses educational problems or issues faced by the District faculty, students, or the greater community.		

<b>What is the goal of the project?</b>
<b>What are the objectives of the project?</b>
<b>How will the objectives be met?</b>
<b>Who will benefit?</b>
<b>Explain the budget and rationale for each expense (may attach additional sheets if necessary):</b>
<b>Describe the timelines for the project or guest lecture:</b>

### Section Three: Supervisor's Acknowledgment

Has the faculty applicant completed a minimum of one year of full-time employment with the District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Signature and Date	Signature:
	Date:

### Section Four: Faculty Member Certifications

I have read and signed the attachment regarding "Important Considerations when Requesting and Completing Mini-Grants."	<input type="checkbox"/> Yes <input type="checkbox"/> No
If more than one faculty member is included on this application, then have all Supervisors been advised of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submitting Faculty Member's Signature and Date	Signature:
	Date:

## Important Considerations when Requesting and Completing Mini-Grants

Please read and sign this form. Attach this form to your Mini-Grant proposal.

1. The maximum amount that will be approved for any Mini-Grant is the equivalent to three hours release time. This amount includes all salaries, supplies, etc.
2. Mini-Grants monies may not be used for faculty travel. Mini-Grants containing request for monies for travel by EPCC faculty will not be approved and will be returned to the applicant. However, Mini-Grants/Guest Lecturer applications may contain request for travel funds to bring in a speaker, performing artist, etc.
3. Supplies purchased with Mini-Grant monies are not meant to supplement instructional supplies but instead should be specific to the needs of the Mini-Grant. For instance, one cannot use Mini-Grant monies to buy a laptop to record Mini-Grant data. Instead the laptop should be purchased through one's Supervisor.
4. The applicant is responsible for obtaining all pertinent information necessary for payment (i.e. SS#, addresses, etc.) for persons hired under a consultant's contract as part of the Mini-Grant. In addition, the applicant is responsible for negotiating dates of service and payment with the consultant(s). All travel/lodging will be paid as a lump sum to the consultant along with any other agreed upon fees. The applicant is responsible for making any necessary travel/lodging arrangements.
5. The applicant shall be held responsible for any "after-the-fact purchases." An after-the-fact purchase occurs when a consultant begins working before their contract has been approved by the EPCC Purchasing and Contract Management Department. The College has strict guidelines on after-the-fact purchases and transactions. Violations to this policy can result in non-payment for the goods/services as well as other serious consequences. Thus, in order to obtain timely approval from Purchasing, completed and signed consultant's contracts should be submitted to the Faculty Development Office no later than 10 days prior to the start date for the consultant to provide services. After the consultant has performed his/her duties the applicant should submit an invoice to the Office of Faculty Development to process payment to the consultant. In addition, all purchases over \$500 require a requisition and approval from the Purchasing and Contract Management Department to avoid an after-the-fact purchase. Thus, Mini-Grant applicants should submit a request for a requisition to the Faculty Development office at least two weeks before they will need any supplies totaling over \$500. The Faculty Development Office is available to answer questions and assist applicants in the preparation of consultant's contracts, requisitions, and invoices.
6. If this proposal is approved, the applicant accepts the responsibility to ensure the project is completed within the timelines stated above and for the monetary amount approved. The applicant will provide their Supervisor and the Faculty Development Office with a follow-up report within 60 days. In addition, the applicant will present the research or product at a workshop during the Faculty Development Week within a year of completion of the project.

<b>Signature of Mini-Grant Applicant(s):</b>		<b>Date:</b>	
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