

# UC-AFT Professional Development Fund Call for Applications 2024–25

## Professional Development Fund (PDF) Grant for Lecturers and Other Represented Unit 18 Faculty at UC Berkeley

Professional Development Fund (PDF) 2024-2025 Grant Applications are now being accepted for teaching, research, and scholarship. The PDF offers grants of \$500–\$12,000 in support of professional development activities that enhance scholarly and pedagogical endeavors, including intellectual and research activities contributing to faculty scholarship and effectiveness as teachers and mentors. Grants are open to all Unit-18 faculty (lecturers, teachers, field coordinators and faculty hired under the Unit 18 contract) with teaching appointments at UC Berkeley during Summer 2024, Fall 2024, or Spring 2025.

PDF grants are available to Unit 18 faculty as a result of the hard work of the University Council – American Federation of Teachers (UC-AFT) in supporting lecturers and librarians across the UC system. The PDF originated in the 2003 UC-AFT Unit 18 contract, along with the continuing appointment for lecturers. The University initially funded the PDF at \$135 per FTE on each campus. Our most recent contract increased this to \$250 per FTE.

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## Schedule

### PDF Workshops

#### **Thursday, 3/14 at 5pm PDF Workshop and Reception in the Ethnic Studies Library in Stephens Hall**

Lecturers and other Unit 18 faculty are warmly invited to attend a reception honoring last year's award winners; and are encouraged to bring colleagues, friends, and family. We especially urge last year's award winners to attend this event to celebrate your great work. We will share information about the program with potential new applicants and enjoy this rare opportunity to relax and talk with colleagues from across the campus.

#### **Friday, 3/15 at 11am PDF Workshop on Zoom**

**<https://berkeley.zoom.us/j/8952308868?pwd=ck52VDgyRzZjVmJjc2NUSEExXRzhoZz09>**

If you are unable to make it to the in person workshop, please join us for our second PDF Workshop on zoom.

Please attend one of these PDF workshops to learn more about the application process, grant criteria, successful past applications, etc.

#### **Application Deadline: Friday, 4/12 at 5pm**

Email applications to [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu). No late materials will be accepted.

**Award Announcement: Friday, 5/10**

## **Grant Proposals**

Grants will fund proposals of \$500-\$12,000 that include, but are not limited to, the following:

- Research expenses that will contribute to the applicant's pedagogy
- Academic training (e.g., taking courses related to teaching responsibilities at UCB)
- Seminar, workshop, conference or studio attendance fees
- Software, hardware, and technical support equipment for use in research and/or teaching (including in special cases the purchase of books, films, or software in preparation for teaching assignments) that will remain University property
- Travel expenses related to teaching, teaching-related research, or other scholarly endeavors

The Council encourages creative project proposals and distributes awards broadly within the university community. Preference will be given to applicants who have not received a large award in the last two years. For conference funding, preference will be given to applicants who are presenting at conferences, though applicants attending conferences are still encouraged to apply. The Council welcomes collaborative proposals, including, but not limited to projects linked to co-taught courses, shared research endeavors, and collaborative presentations.

Awards will cover professional development activities undertaken between May 15, 2024 and June 30, 2025. The Council reserves the right to offer partial or more substantial funding of requests in accordance with its annual allotment of funds.

The Council is not able to fund the following items:

- Projects that primarily support student work or create new opportunities for students
- Projects that cannot demonstrate an ultimate beneficial impact on pedagogy and/or the educational mission of the University
- Projects that mainly benefit or involve institutions other than UCB
- Projects seeking funds for the production or promotion of publications
- Projects seeking funds for salary or stipend for the applicant, a graduate student, or an assistant
- Expenses for colleagues who are not co-applicants (travel, fees, etc.)
- Course relief
- Incomplete or late submissions
- Laptop/computers

## Application Process

Applicants should submit application materials as a single pdf file attachment by email to [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu), with the subject line "2024 PDF Application." (Note: In these instructions, PDF in capitals refers to the Professional Development Funding program, while pdf in lower case refers to the pdf document format.) The title of the pdf file should include the applicant's last name and first initial followed by underscore PDF2024, with no spaces (e.g., AhmedM.\_PDF2024.pdf).

Application materials must include the following:

1. A completed checklist and cover sheet (see attachment below)
2. A one to two-page application letter addressed to the Professional Development Funding Council, which includes the following:
  - The specific purpose of the funding and the amount requested
  - The time frame in which this funding will be used
  - The relevance of this proposal to the applicant's scholarly and pedagogical development (as it applies to the applicant's role as a Unit 18 Non-Senate Faculty at UCB)
  - The specific purpose of the funding and the amount requested
  - The time frame in which this funding will be used
  - The relevance of this proposal to the applicant's scholarly and pedagogical development (as it applies to the applicant's role as a Unit 18 Non-Senate Faculty at UCB)
3. Letters of support from department chairs, colleagues, and/or peers are not required but are strongly encouraged. If a project has received other forms of support from departments, research centers, or other sources, letters with evidence of such support must be provided. Support, including partial funding, from your department or program is considered favorably by the Council.
4. An updated CV, including applicant's campus address, email address, and phone number. The CV should state whether the applicant has a continuing appointment, and should include a brief summary of courses taught and/or developed at UC Berkeley.
5. A budget breakdown consistent with University policies, including other anticipated sources of funding. Reimbursements require itemized receipts, so DO NOT book travel packages that provide a single rate for flights, hotel, and car rental. Such packages cannot be reimbursed.

Information on planning and booking campus travel can be found [here](#).

- If you wish to use Connexus (the University online travel booking system), you may do so, but you will need to use personal credit cards. Direct bill IDs cannot be used.
- US Department of State per diem rates for foreign travel can be found [here](#).

- Domestic per diem CONUS rates can be found [here](#), in compliance with *Subsistence Expenses* p.23 of UC Policy G-28.
- Convert foreign currency to UC dollars via [OANDA Currency Converter](#).
- The budget should be based on a realistic estimate of projected costs at the time of purchase, not on sale prices that may no longer be available when the purchase is made. It is advisable to err on the generous side in your estimates. However, please consider that there are limited funds and many other applicants.

Travel expenses will be reimbursed and not distributed in advance of the travel.

Equipment purchase amounts should include sales tax and shipping costs. Please see the [UC Policy G-28 Travel Regulations](#) for information regarding compliance with IRS regulations on the provision and reimbursement of business-related travel.

Reimbursement for travel must be submitted within 45 days of the completion of travel.

Please list budget items in order of priority for funding. While the council aims to fund proposals fully, complete funding is not always possible. The council may award partial funding for proposals according to these priority lists.

## **Reimbursement Deadline & Reporting**

The University requires documentation of all expenditures before reimbursement. Grant recipients must submit the following documents in a single pdf format document to the Academic Personnel Office via e-mail to [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu) for reimbursement by June 30, 2025.

The message should be titled “applicant’s last name and first initial, then underscore PDF2024” (e.g., AhmedM\_PDF2024), and should include the following:

- A one-page post-award summary that documents the contribution of the project to the educational mission of the University and may be used in subsequent years to promote or advertise the program. There is no required format (1–2 pages).
- One scanned pdf of original receipts documenting all expenses
- A completed reimbursement form provided by the Academic Personnel Office (please request it by emailing [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu))
- No reimbursement will be processed until all materials, including the one-page post-award summary, have been submitted to the Academic Personnel Office at [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu).

Please note that once awarded, a grant cannot be increased to cover a discrepancy between the estimated and actual cost of the project. Grant funds cannot be used for a project other than that for which they were originally dedicated. Requests for exceptions due to unavoidable special circumstances (e.g., conference cancellation, significant grant recipient health issues, or unanticipated project-related risk to personal safety) must be pre-approved by the UC Berkeley Academic Personnel Office. To request such an exception please prepare a short description

comparing your original budget with your new proposed budget and submit it to [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu) (and cc Council Chair Tiffany Page at [paget@berkeley.edu](mailto:paget@berkeley.edu)) using the subject line "2024 PDF Project Change".

## Questions

If you have questions, please contact the PDF Council Chair, Tiffany Page at [paget@berkeley.edu](mailto:paget@berkeley.edu)

### Professional Development Council Members

Tiffany Page (Chair)	Interdisciplinary Social Sciences Program
Joanna Reed	Sociology
Robin Ball	MCB
Shobhana Stoyanov	Statistics
Catherine Bordel	Physics

## 2024 PROFESSIONAL DEVELOPMENT FUND APPLICATION

**Name:**

**Department:**

**Email Address:**

**Phone Number: ( )**

**Amount Requested: \$**

**Short Title of Proposal:**

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\* The "Short Title" for your proposal should be a unique way that the Committee can refer to your project. For example: "Nigeria Travel Grant Primary Schools Second Language" would be helpful, "Boston Conference Expenses" would not.

**Abstract (2–3 sentence description of proposal):**

## 2024 PDF APPLICATION CHECK LIST

Have you remembered to include the following documents with your letter of application?

- Application**, including all supporting documentation.
- Budget breakdown.** Please round up to the nearest dollar amount and indicate any other sources of funding for the proposed project. Please list items in terms of importance for funding.  
*Note: travel costs will be reimbursed and cannot be distributed prior to the trip.*
- Letter(s) of Support** (recommended, not required). If you choose to provide letters of support, include them in your application pdf.
- An updated CV.**

Please email one .pdf document of application materials, including this checklist to [appolicy@berkeley.edu](mailto:appolicy@berkeley.edu). The subject line should include “2024 PDF Application\_NAME.”