

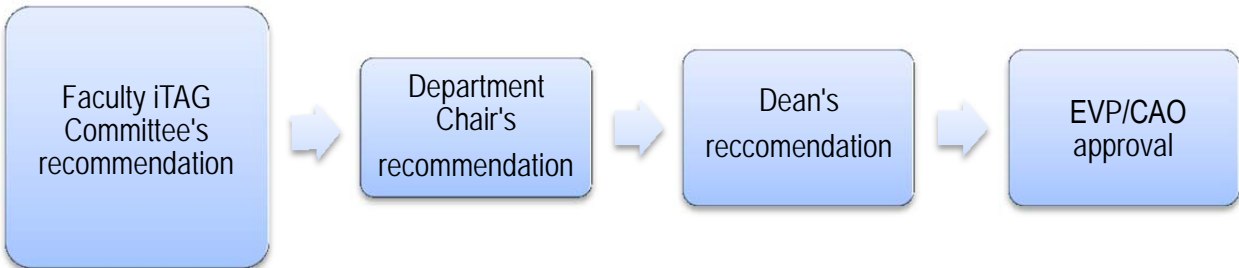
Guidelines for filling out the Faculty innovative Travel and Grants (iTAG)
For Independent Study or Research Project Proposal

***The committee does not recommend funding for travel that has already occurred.
The iTAG application must be recommended prior to the travel.***

1. Follow the instructions on the next page. Please be thorough and answer all questions.

2. Send the completed form to iTAG@delmar.edu. Robert Muilenburg is the current chair; if you have any questions you can reach him at 698-1939.

Current process for application recommendation and approval:



Del Mar College
Faculty innovative Travel and Grants (iTAG) Proposal
For Independent Study or Research Project

Date:	Name of Applicant:	Department:	Job Title:
Department Chairperson:		Telephone Number:	
Title of Activity:	Location of Activity:	Dates of Activity:	
Total for Travel Expenses (not including registration):		Total for Registration:	

Guidelines for Faculty innovative Travel and Grants (iTAG) Proposal for Faculty

iTAG does not accept applications for reimbursement after the travel has occurred.

1. All proposals must be completely and correctly filled out. Email proposal to iTAG@delmar.edu or hard copies delivered to the Executive Vice President/Chief Academic Officer's office.
2. Each applicant must submit a unique proposal (even if multiple people are traveling to the same event).
3. Exact amounts for registration and/or travel, where applicable, must be included on the proposal.
4. Supporting documentation for conference and/or meeting should be included (i.e. conference agenda/summary/conference flyer).
- 5. iTAG funds may be used for travel expenses as allowed by College policy. Only one proposal that includes travel expenses will be funded per faculty member per year. A maximum of \$1500 for travel expenses may be approved per faculty member per submission plus registration. A proposal may be partially funded.**
6. iTAG registration funds may only be used for one iTAG registration per year per faculty member.
7. iTAG funds do not pay for certification tests or CEU credits unless included in registration.
8. Due to College regulations, only full-time faculty are eligible for iTAG funding (grant-funded employees are not eligible).
9. iTAG funds may not be used for expenses that are already covered by another funding source. In cases where events are not fully covered, iTAG funds may be used for expenses not otherwise covered.
10. If proposal is not complete at the time it is reviewed, the committee has the option to request the missing item(s), and/or deny the proposal and ask the requestor to resubmit for the next month's review.
11. Proposal must be pertinent to academic activities, projects, and other career development, and must be used for intended purposes as approved.
12. Any person who fails to follow up on the deliverable proposed will not be eligible for iTAG funding for the following year.
13. Note that approval of a proposal by this committee does not indicate final approval of that proposal. The Executive Vice President/Chief Academic Officer makes the final decision about all proposals. All travel must adhere to Del Mar College procedures and regulations.

iTAG Proposal Procedures:

1. Briefly describe the event you plan to attend. What do you expect to gain from this experience?

2. Funding by iTAG is contingent upon the execution of a plan based on the skills and/or knowledge learned at the proposed event. Describe a plan for delivering a professional development session at DMC upon your return. For example, you may choose to deliver a session at the next Faculty Professional Development Day, deliver a one-hour session during Fall or Spring semester, present a poster at a faculty research session, or present a brown-bag session within your department.

3. How will your participation in this event advance your development in your field?

4. In what ways will your proposed plan lead to innovation that will improve student success?

5. How will your proposed plan impact other faculty at DMC and/or the broader community?

6. Is your proposal consistent with the Colleges strategic plan? If so, how specifically will your development help to advance the College's plan? Please provide this statement in the second box herein this section.

Strategic Plan Goals

- 1. Student Learning Success
- 2. Student Access and Support Services
- 3. Professional Initiatives
- 4. Technology
- 5. Advocacy
- 6. Partnerships
- 7. Resources

7. If you received iTAG funding last year, briefly describe the event attended and your deliverable.

8. What else do you feel the committee should know about your proposal? Briefly describe.

APPLICATION CHECKLIST:

YES	NO	
		1. Are you applying for registration fees only?
		2. If you are attending an event, will you be presenting at the event for which you are applying?
		3. Are you receiving funding from another source? If so, how much?
		4. Have you received iTAG funding for any other proposal during this academic year?
		5. Are you a first time applicant?
		6. Is your form filled out completely?
		7. Have you proposed a deliverable?
		8. Have you submitted this form in a timely fashion?
		9. Have you re-read the instructions to be sure your proposal meets those requirements?

