

Proposed Policy for POD Faculty Grants

1. All proposals must be completely and correctly filled out
2. When filling out the proposal form, only one person per proposal should be listed (exception: if more than one person attends the same event at the same registration rate a list of attendees may be attached to the main proposal).
3. Travel amounts and sources of other funding **MUST** be stated on the POD proposal
4. Supervisor **MUST** sign and include a justification statement on the form
5. All supporting documentation must be included (time, date, location, and registration fees of the event).
6. POD funds do not pay for meals or lodging unless included in the registration. If meals and/or lodging are clearly separated from the registration amount then only the registration amount will be paid.
7. POD funding will not be used for payment of certification tests or CEU credits. If these are clearly separated from the registration fee, then only the registration fee will be paid.
8. An employee who is not paid by DMC (i.e.: grant-funded employee) is not eligible for POD funding.
9. Proposals may not be submitted for grant projects (i.e.: NSF, AIMS, GIS, etc. unless these are institutionalized projects **OR** there is proof that the event was not budgeted in the grant)
10. Priority of POD funding will be given to faculty or adjunct faculty who are not requesting funds to attend the same event each year. These recurring events should be funded with department funds.
11. Employee may request POD funding for an event or guest artist that has not been budgeted for payment with department funds.
12. Requests for guest artists/consultants must include POD proposal form, guest artist agreement, bio of the guest, and an invoice for payment.
13. Upon occasion, POD grant funds may be used for registration in association with faculty grant funds (i.e.: faculty grant funds are not available to fund the registration portion of an event so POD grant funds may be used).
14. POD funding is not guaranteed if the requestor is presenting or performing at the event.
15. If proposal is not complete at the time it is reviewed, the committee has the option to request the missing item(s) and approve it once the TLC verifies that the item(s) have been received **OR** deny the proposal and ask the requestor to resubmit for the next month's review.
16. Event must be pertinent to activities, projects, and other career development projects and not for entertainment (i.e.: not to be used for entertainment or personal use such as attending theatrical productions, paying for certification tests, or performing for personal gain, etc.)
17. POD funding must be used for the intended purposes as approved.