

**Accessing Additional PIP Funding Application**

In accordance with section 14.3.c of the 2014-19 Collective Bargaining Agreement, unused funds in the FT PIP account have been transferred to a designated account to be expended at discretion of the VPI "to support program innovation or unique professional development opportunities beyond those covered by professional travel or PIP funds." These funds can be used to augment reimbursement when other funding sources are exhausted. **Individual faculty or Departments (open to project leads who are full-time, adjunct, or part-time)** can apply for these unused funds. Faculty will be informed when all available funds have been expended.

Faculty may apply for additional PIP funding **once per cycle** when the following conditions are met:

1. All other PIP monies in individual PIP account are expended;
2. Appropriated department travel funds are also expended;
3. The request is directly related to the faculty PIP plan;
4. Inherent in the request is a demonstrable outcome related to improving one's pedagogy and/or content area expertise.

**Note: this application must be made prior to expenditure of funds. Normal college process for travel reimbursement, including out of state travel, applies.**

Applicant\_\_\_\_\_

**This funding request is less than \$300. Yes  No**

If yes, please attach a paragraph explaining the need for additional PIP funding, sign, date, and submit this application to the Vice President for Instruction's office. *This category is appropriate when existing PIP funding does not cover the entire costs of a professional development experience.*

**This funding request is above \$300 but less than \$1,000. Yes  No**

If yes, please attach a paragraph explaining the need for additional PIP funding and attach relevant documents. Please detail the connection of the request with your PIP plan, sign, date, and submit this application to the Vice President for Instruction's office.

**This funding request is above \$1000.** Additional PIP funding requests greater than \$1,000, submitted by an individual will be considered (but on a limited basis). **Innovative requests greater than \$1000 submitted by departments that will improve instruction are encouraged.** If this request is above \$1,000 please provide an explanation of the project and the need for additional PIP funding and attach relevant documents.

**Submission Instructions:** Applications for the 2018-19 year will be accepted starting September 15, 2018. Applicants will be notified in regard to application status within 15 business days of receipt. If submitting as an individual, please detail the connection of the request with your PIP plan, sign, date, and submit this application to the Vice President for Instruction's office. After being logged in, it will be forwarded to the appropriate dean for signature and then returned to the VPI's office for final approval. For department applications, please detail the connection between the department's program level outcomes and the project that requires additional funding and include the signature of the faculty lead for the project, the Department Chair and the Dean.

Faculty/Department Chair Signature\_\_\_\_\_ Date\_\_\_\_\_

Dean\_\_\_\_\_ Date\_\_\_\_\_

Approved       Not approved

\_\_\_\_\_  
Vice President for Instruction      Date