**UCSF Academic Senate School of Medicine Faculty Council**

# **LEARNING & DEVELOPMENT FUND**

# **REQUEST FOR PROPOSALS**

**Proposals will be accepted until April 1, 2024 at 11:59 p.m.**

## **2024 SOM Faculty Learning and Development Fund:** The Faculty Learning and Development Fund is intended to provide School of Medicine faculty financial support to participate in a broad range of professional development activities. These include, but are not limited to, courses to improve teaching or to develop new professional skills; leadership development programs; academic and research training courses; and external professional consultations.

**Important Dates:**

* Proposal Due Date: April 1, 2024
* Award Notifications: May 2024

**Guidelines:**

1. All UCSF School of Medicine faculty are eligible.
2. Preference will be given to early career faculty.
3. Awards are limited to $3,000 for individuals and $15,000 for groups of five or more.
4. Applicants may only receive one full or partial grant every 3 years.
5. Applicants must provide a description of how the activity will benefit their career as well as how it may benefit other faculty, either in the SOM or UCSF generally.
6. Applicants must affirm that other sources of funding *(i.e., department, school, etc.)* are not reasonably available for the proposed professional development activity.
7. Funding is for professional development activities that will occur between **May 1, 2024 and April 30, 2025**. The fund cannot be used for reimbursement for activities that have already occurred.
8. Awardees will be asked to submit a short report of their activities and an explanation of how those activities benefited their careers.

**Application Process:**

1. Use the provided application form.
2. Submit applications as PDF files via the Senate Service Portal. If you are able, please combine your application and any supporting materials into a single PDF file.
3. Please include your **name** in your application. The Senate system renames the files when they are uploaded, so including your name in the file name is not sufficient. Council members may print your application, or it may be reviewed as part of a combined PDF. Applications with names will be favored over those without names.
4. Submit questions to the SOMFC Academic Senate Analyst [kristie.tappan@ucsf.edu](mailto:kristie.tappan@ucsf.edu) before March 8, 2024 and to [joey.cheng@ucsf.edu](mailto:joey.cheng@ucsf.edu) after March 8, 2024.

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**LEARNING & DEVELOPMENT FUND APPLICATION**

*Use this form.* ***Do not exceed two pages.*** *To meet the page limit, you may delete the “Request for Proposals” on the previous page, these instructions, and any notes in the form below. Save your application as a PDF and upload at: https://senate.ucsf.edu/chancellors-fund/faculty-learning-and-development.You may include supporting materials (e.g. estimates, brochures). If possible, include them in the same PDF as this application. Supporting materials do not count toward the two-page limit.*

**Name**:

**Department**:

**Rank**: *NOTE: Preference is given to early career faculty.*

**Series**: *NOTE: Ladder Rank, In Residence, Clinical X, Health Sciences Clinical, Adjunct, or On Recall*

**Percent Appointment**:

**Amount Requested**: *NOTE: The limit is $3,000 for individuals and $15,000 for groups of 5 or more.*

**Did you receive a Learning & Development grant in 2023, 2022, or 2021?** \_\_\_\_\_. **If so, were you part of a group?** \_\_\_\_\_\_ *NOTE: If you were not part of a group, and you received a grant in 2023, 2022, or 2021, you are not eligible for an award this year.*

**If applying as a group, names, departments, and rank of group members**:

**Description of Proposed Professional Development Activity**: *NOTE: The Faculty Council generally prefers courses over conferences.*

**How would this professional development activity enhance the career of you (and, if applicable, of any other direct recipients of this grant)?**

**How would your proposed activity benefit other faculty, either in the SOM or at UCSF more generally?**

**How do you plan to share what you learn with others?**

**List any other sources of funding that have been sought or are available to fund this activity; if none, explain why this activity cannot be covered from other funding sources (e.g., Departmental funds, etc.). If the budget exceeds the allowable limit, explain whether personal funds will be used and/or how budgeted expenses will be adjusted accordingly.**

**Provide a brief budget for your proposal. For the date, give an estimate for when each item will need to be paid for.**

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TOTAL: