University of Colorado **Denver**
Center for Faculty Development & Advancement

November 5, 2026

Faculty Call for Grant Applications
PD Criteria and Rubrics for Funding

Criteria: Does your proposal meet each of these criteria?

Travel/Conference/Courses

1. Proposed travel and conference/course/webinar should be directly linked to your position or your field of study in the areas of teaching or work on campus.
2. Faculty are limited to $1000 per academic year in travel/conference funding.
3. Funding cannot be given for an event that is also being submitted for salary advancement.
4. If the proposal is for a course, the course must have direct applicability to your teaching/field of study/position.
5. Only one course outside of colleges/universities (i.e. tuition-based courses) should be proposed as this funding does not cover college tuition. Course may be from educational organizations.
6. Please see examples at the end of this reference page of appropriate activities.

Funding Rubric

1. How well does the request support CU Denver's mission and in particular, the goals of the Strategic Plan?
2. How well does the proposal support the goals related to our student populations?
3. How strong is the plan to share the information you learned with your colleagues, programs, department, campus, students, etc.?
4. How broad is the plan to share the information learned with the campus? Does it reach students, faculty, the entire campus, system, etc.?
5. How does your request contribute to research methods and creative processes?

Examples of Activities that can be funded by Professional Development Grants

Instructional Improvement Activities include:

- Attend professional conferences/workshops
- Take a short-term class
- Develop new instructional skills
- Improve course delivery
- Make significant medication of a course to address the learning needs of diverse populations
- Explore alternative instruction methods
- Visit sites related to your program and/or areas of responsibility
- Participate in wellness activities that assist you with your physical and/or mental ability to better perform your job (e.g. stress reduction, self-defense, nutrition, exercise programs, weight reduction).
- Instruction on how to incorporate more technology into your lessons.

Institutional Improvement Activities include:

- Attend workshops on how to mentor students, staff or faculty
- Attend workshops or activities that are designed to improve or enhance your skills or knowledge in your discipline

- Participate in disaster preparedness courses (first aid, district procedure, review of facilities needs, etc.)

Student Improvement Activities Include:

- Attend training in classroom research techniques
- Participate in student orientation programming or classes
- Participate in institutional research focused on meeting the needs of students

Instructions for Completing the Travel and Professional Development Fund Request

Please complete and submit your application at least one month before travel. If the event has already passed, your application is approved, and you are looking for travel reimbursement, we will need a signed document from your Chair stating the approval of the reimbursement after the fact.

Once the proposal is approved, you will need to submit the documentation via email to the CFDA at CFDA@ucdenver.edu.

Application Instructions

I. Funding Source
   a. If you are requesting funding, please indicate where the matching funds will be coming from. Please provide departmental approval match, or your application will be considered incomplete.

II. Selecting Appropriate Request
   a. In the application, provide a title for your activity and select the type of activity.
   b. For example, choose “Travel/Conference” if you are attending a conference that includes/does not include travel; select “Event/Training” if you are attending a non-conference event, or proposing an event such as a campus-wide professional development activity; “Project” if you are requesting compensation for a departmental/campus wide project; “Other” for any other request. You will need to submit a short, supplemental statement that explains why you chose “Other”.

III. For Travel/Conference Expenses Only
   a. Please submit the following information in your proposed budget (both domestic and international travel):
      i. Flight costs
      ii. Hotel costs
      iii. Round trip mileage if applicable. You must submit a mileage map showing the distance from the airport to your destination.
      iv. Any meals that are not provided at the conference. If you are unsure, please email us at CFDA@ucdenver.edu for more clarity.
      v. Department match confirmation
   b. In addition to the above requests, international travel must be pre-approved before the CFDA can fund travel. Additional requests for international travel are as follows:
      i. In order for applicants to be considered for funding for international travel, applicants must follow the above steps PRIOR to submitting an application for professional development funds. Applicants must submit a screenshot of their Concur approval, that includes the dates of travel, funding approval limit, and date of approval with their professional development application. Applications that do not have this information will not be considered. Applicants are encouraged to submit their approval two weeks prior to the

PD grant deadline to allow time for their school or college review and approval.

ii. Travel Pre-Approval Process
    1. To make a request, log into your Concur
    2. Click the Requests tab at the top of the dashboard
    3. Click Create New Request
    4. Select Travel Request
    5. Fill in your header details
        a. Trip Name
        b. Dates
        c. Destination
        d. Purpose
        e. Trip Type
        f. Whether personal travel is included
    6. Add your estimated costs of flights, lodging, car rental, expenditures, etc. Ensure these are added as separate expense types
    7. Add your funding info (financial unit, speedtype, etc.)
    8. If traveling to a high-risk area, the request will also need to be routed to Denver's campus approver for approval.
    9. Click Submit
    10. Once approved, you will receive a request ID and an approval notification. Screenshot this approval notification including the expense amounts, travel dates, and the approval date to submit with your application.

iii. More information can be found here.

IV. After the Fact Reimbursements (Domestic and International Travel)
- a. If you are requesting CFDA funding to reimburse travel that has already occurred, an after-the-fact reimbursement form should be submitted with the application stating your administrative unit will process the Concur expense reports on behalf of the CFDA once the funds are transferred into the applicant's professional development speedtype. This form must be submitted prior to the deadline and can be found here.
- b. Applicants are encouraged to fill out the form and submit it two weeks prior to the application deadline to allow time for their school/college admin units to review.

V. Approval signatures
- a. Please obtain your chair or departmental supervisor signature on the form before submitting your application. Your application will be considered incomplete without the submission of these forms and may or may not be considered in the review process.
- b. IRC Faculty Departmental Approval Form
- c. Tenure-Track Faculty Approval Form
- d. Tenured Faculty Approval Form

VI. Written Sections
- a. Section 1: Overview
    - i. Describe the nature of your proposal and provide all the information needed for the committee to understand your activity.
- b. Section 2: Goals
    - i. Please refer to our strategic goals to complete this section, linking your proposal to how it meets CU Denver's strategic goals.
- c. Section 3: Outcomes and Deliverables
    - i. Please indicate in this section of what the general results of engaging in your proposed activity will be. This might include dissemination of information,

increased motivation, developing new skillset, engaging in topics of interest etc. Please indicate the deliverables by stating how your proposal will produce results. This can include new materials, updates to curriculum, evaluations, or other data.

VII. CFDA Follow-up

a. At the end of the academic year, the CFDA director will reach out and request information about how the allocated funding was used to enhance your professional development and what outcomes or deliverables were produced due to this funding.