September 9, 2010

To: CLAS Faculty

From: David E. Richardson, Senior Associate Dean

RE: Faculty Enhancement Opportunity (FEO) Program application guidelines for Fall 2010

The College of Liberal Arts and Sciences invites faculty members with more than three years of service to apply for the Faculty Enhancement Opportunity program. The awards will be for either spring semester or summer semester 2011 with a maximum project period of 15 weeks.

The purpose of this program is to increase the professional development opportunities of all faculty members in the College, including lecturers and scientists. FEO funds should be expended primarily for salary/benefit offset, travel costs and/or fees for conferences or similar learning experiences that will benefit the individual and the University. However, FEO funds are generally not intended to fund such things as equipment/supply purchases (except those required as part of an innovative learning experience), pilot studies, graduate assistantships, or similar items for which other sources of support are available.

Department chairs should be consulted regarding the departmental deadline for submission in your department. Departments must deliver applications to the Dean’s office by 4 pm on Thursday, October 7. The College will review the submissions and transmit endorsed packets to academic affairs on October 15. Note that the college can forward approximately 35 endorsed packets per year, or about half that number in this competition since there are two per year.

Applicants should follow the guidelines and use forms at: http://www.aa.ufl.edu/search_committees/FEO/index.html

Cost Sharing: Note that cost sharing support is needed for this program. Please discuss with your department chair or director how cost sharing amounts should be reflected in the budget section of your application. (The chair must contact the college prior to submission to negotiate any cost share from the college.) Additionally, the amount (if any) of a department match should be included in the transmittal letter from the Chair or Director after consulting with the Dean’s office. The cost share amounts are listed in the “Department/College FEO Funds” column.

With the exception of the “Salary and Benefits” section, the budget page should note on entries in the “Department/College FEO Funds” column whether the cost share is from the department or college, and when the college and department split cost sharing in one category, the separate contributions should be noted.
As a guideline for cost sharing, the following examples illustrate how the requirement might be met. This list is not exhaustive, and the chair will consult with me prior to listing any cost sharing by the college. Outside of effort cost sharing (of salary and benefits), a useful guideline is that the combined department and college cost share will be modest and typically around 5 -10 % of the FEO budget in the “Central funds” column of the budget page. The department can do more, but college funds are limited.

(1) Academic year effort. If the proposal is for a spring or fall semester FEO, cost sharing can be faculty effort for that semester. For example, if the faculty member will spend 40% of his or her effort on the FEO project, that portion of the semester salary+benefits can be listed as cost sharing by the department/college. This is a common form of cost sharing but of course can only be used if the salary is not requested as part of the FEO budget.

(2) Travel costs. Travel costs required as part of the project can be cost-shared. For example, the department and college can agree to split a portion of the travel costs associated with the FEO.

(3) Fees. For example, conference or workshop fees.

(4) Access to facilities. If the department is providing access to special facilities, equipment, or other infrastructure in support of the program, the value of this access can be listed as a cost share under “Other.”

A sample budget page is shown at the end of this document to illustrate how cost sharing would be entered for the above examples. In general, only one category of cost sharing would be provided for an actual project.

Eligibility: Faculty members in the College must have a minimum of 3 years service to be eligible to apply for an award. According to the University procedures for these awards, individuals can receive an FEO not more than once every six years.

Evaluation: Proposals will be evaluated at the Department/Center, College and University Level according to these criteria (see http://www.aa.ufl.edu/FEO/FEOScoreSheet_Sept09.pdf):

1. Goals are clear, meritorious and compelling
2. Plan is clear and realistic for goal achievement
3. Benefits to the applicant’s academic/professional/scholarly growth are clear and specific
4. Benefits to the University are clear and specific
5. Budget justification is clear and appropriate for proposed goals and outcomes

Questions about the program should be directed to me at der@ufl.edu. Frequently asked questions and a sample budget page follow.
Frequently asked questions

1. *Can applications include more than one faculty member?* Yes, but the value to each faculty member should be very clear.
2. *Can an application include a faculty member from another College or unit?* Yes, but the value to the CLAS faculty member has to be clear. If a joint proposal is submitted, it should also be submitted to the other College or unit of the other faculty member.
3. *Can lecturers and scientists apply for these funds?* Yes.
4. *Do applicants all have to be on state-funded lines?* No, scientists and others on non-state lines (grants, foundation funded appointments, etc.) are also eligible.
5. *Can an applicant have received a sabbatical and still receive an award?* Yes, these awards are separate from sabbaticals.
6. *Can applicants apply for this award while they apply for a sabbatical?* Yes.
7. *How often can an application be submitted?* Faculty members who have received an award can apply again after five years.
8. *Can I see an example budget page that illustrates how to enter cost sharing?* Yes, see next page.
EXAMPLE BUDGET PAGE ILLUSTRATING COST SHARING ENTRIES. Most proposals will have only one category of cost share. The “Salary and Benefits” entry reflects effort cost share and refers to a portion of the regular 9-month salary. In this example, as part of the FEO the faculty member is traveling to another institution, which has agreed to provide lodging valued at $2000 during the stay. Note that equipment and supplies are requested in this example, but must be justified as an integral part of the learning experience. PLEASE CHECK YOUR ADDITION CAREFULLY.

**Faculty Enhancement Opportunity (FEO) Application**

**BUDGET WORKSHEET**

<table>
<thead>
<tr>
<th></th>
<th>Central FEO Funds</th>
<th>Department / College FEO Funds</th>
<th>Other Funds, if applicable (Specify Host Institution)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary and Benefits</strong></td>
<td></td>
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<tr>
<td>Dollar Amt</td>
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<tr>
<td>% FTE</td>
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<td>Jan 1 - May 15, 2011</td>
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<tr>
<td>Start / End Dates</td>
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</tr>
<tr>
<td><strong>Travel Expenses</strong></td>
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<td>$500 dept $500 CLAS</td>
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<tr>
<td><strong>Fees / Tuition</strong></td>
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<tr>
<td><strong>Equipment</strong></td>
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<tr>
<td><strong>Supplies</strong></td>
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<tr>
<td><strong>Consultants / Outside Contracts</strong></td>
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<tr>
<td><strong>Other (specify)</strong></td>
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<tr>
<td><strong>Lodging</strong></td>
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<tr>
<td>Dept Machine Shop</td>
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<td><strong>TOTAL</strong></td>
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<td>$2000</td>
</tr>
</tbody>
</table>

**GRAND TOTAL:** $37,000

(11.5% will be automatically be added to the Central Funds Total above to cover RCM overhead charges.)