**Guidelines for Submitting a Proposal for SME Professional Development Funds**

Proposals are being accepted for the 2013-2014 school year for HSI STEM grant professional development opportunities. ONLY current NVC faculty (full and part-time) and permanent NVC staff are eligible to apply.

The purpose of the SME professional development proposal process is to support faculty and staff in the participation of professional development activities that support the goals and objectives of the HSI STEM grant.

All activities funded must be directly related to the specific goals of the grant, and substantively enrich student experiences and the SME division at NVC.

**Criteria for Awarding Funds:**

1. Match to the goals and objectives of the HSI STEM grant

2. Estimated impact in relation to college student learning outcomes, outcomes of the HSI STEM grant and institutional and program outcomes. Examples include increased student success, establishing, applying and maintaining college-wide standards of excellence, increasing access, improving teaching and learning and/or effective use of appropriate technologies

3. Number of students served (short or long term)

4. Evidence of collaboration

5. Clarity of intended outcome(s)

6. Availability to present/share what was learned to SME faculty and staff and the campus community

**Procedure:**

1. Download SME proposal form from the Teaching Learning Center (TLC) webpage

2. Submit written proposal and budget to the TLC. Please note, if funding request is for travel, adequate time must be allotted for the approval process

3. Requests for conferences require including a copy of conference program. Indicate workshops and/or activities that you plan to attend. Relate how they meet the goals of the HSI STEM grant.

**Process:**

1. Proposals will be evaluated by the SME proposal team by the above criteria. The SME proposal team will forward their recommendations to the Office of Instruction Vice President (VPI) and/or Office of Student Services Vice President (VPSS). Their decision is final.

2. Notifications will be sent via email

3. Professional development requiring travel must include the ‘NVC Permission to Travel’ form. This paperwork should be submitted with the proposal **without signatures.** Signature approval from your Division Chair, the SME Division Chair and appropriate Vice President can be completed once the proposal is accepted. Travel outside of California requires the signature of the President.

4. Travel expenses and receipts must be turned via the NVC ‘Travel Voucher’ paperwork process to the TLC no later than three weeks after travel.