The CSU Institute for Palliative Care at California State University San Marcos is pleased to announce its call for proposals for the Palliative Care Professional Development Grant program. This grant is designed to support professional development activities for all faculty who are teaching or conducting research relevant to palliative care.

***Palliative care*** improves the quality of life for patients and families facing serious or chronic illness — whatever the diagnosis or prognosis. A palliative approach adds an extra layer of support by addressing the physical, emotional, psychosocial and spiritual concerns associated with serious and chronic conditions. The CSU Institute for Palliative Care is committed to palliative care education for current professionals, future professionals, and the community.

**Eligibility**

All current California State University San Marcos Faculty (TT and adjunct, full- and part-time) are eligible.

**Funds:**

Grants will be awarded in two categories: travel and resources. The grant funds are available for use from July 1, 2018 - June 30, 2019, and projects can be retroactively funded for work conducted since July 1, 2018 (travel can be reimbursed retroactively as long as appropriate CSUSM travel paperwork was filed and approved). A maximum of $750.00 will be awarded per faculty member.

All professional development funds must be spent and all paperwork appropriately completed prior to **June 15, 2019**. It is not possible to roll over funds beyond the academic year 2018/2019. Funds will be transferred to the awardee as professional development fund in fall 2018; it is the responsibility of the awardee to ensure that all required university forms (e.g., for travel or hospitality) be completed as per university policy. Questions may be directed to Shannon Honour, Operations and Grants Analyst, the CSU Institute for Palliative Care at CSUSM (ipc-csusm@csusm.edu or call 760-750-3550).

It is the responsibility of the applying faculty member to follow up with **the final report**; otherwise, faculty will not be eligible to apply for future Palliative Care PDG funds. Faculty who received funding in 2017-2018 must have submitted their final reports prior to the current grant deadline, **September 26, 2019 at 5pm**.

**Award Categories:**

**1)  Travel**

A.  Research: Preference will be given to faculty who will be active participants at a conference, workshop, or symposium (e.g., presenter, discussant, moderator, facilitator, participant in a roundtable or panel), and/or clearly articulate the importance of the conference activities, or those who will be actively pursuing research or creative activities (e.g., researching in appropriate libraries/archives, research-related interviews, or other field-based activities) for their development **in the area of palliative care**.

  B.  Teaching: Preference will be given to those presenting at a teaching conference or those who clearly articulate the anticipated outcome of attending the teaching conference or developmental training and impact on their professional development **in the area of palliative care.**

**2)  Resources**

A.  Research activities: This includes costs associated with research activities such as supplies (not typically supported by the department or lab budgets), data collection, or publication costs. Preference will be given to faculty who articulate how this award will support their research goals and contribute to their professional development **in the area of palliative care.**

 B.  Teaching Materials:  Costs associated with teaching activities that are not typically supported by department or lab funds. Priority will be given to faculty who specify how the materials will contribute to student learning, success in the classroom and/or **advance the areas of focus of the CSU Institute for Palliative Care.**

**Criteria:**

The Palliative Care PDG Review Team, consisting of individuals with some expertise in palliative care, will conduct a blind review of the applications, judging them on the following criteria:

1.    Significance of the proposed activity for the faculty member's **professional** **development in the area of palliative care.**

2.    Evidence of ability to complete proposed activity.

3.    Evidence that the proposed activity clearly supports the foci of the CSU Institute for Palliative Care.

4.    Evidence that the project/activity has not been funded by a University Professional Development Grant (UPD).

\*\*Proposals are ranked by merit, and all faculty are encouraged to apply. Preferences will be given to faculty who have not be funded in the 2017-2018 cycle.

**Final Report:**

Please complete the online final report form (to be posted in spring 2019).

Whatever award received, a final report must be submitted. The purpose of the report is twofold.  First, it assesses the value of the experience for the grantee. Second, it helps the CSU Institute to evaluate the importance of this kind of funding and make a convincing argument to donors for additional resources. The final report should detail how this support benefited your professional goals **in palliative care.**

 1. **Specify accomplishments.**

With **travel support,** what were the results of your trip? Please address:

1. How did this travel contribute to your research in palliative care? **OR**
2. How did this travel contribute to your teaching in the area of palliative care?

With **resource support**, what were the results of your support? Please address:

1. Seed grant support: What final proposal did you write and submit? **OR**
2. What important research data did you collect? **OR**
3. What teaching materials did you purchase and how have they enriched your teaching about palliative care?

2.  **The report should not exceed 200 words.**3.  **Final reports for all types of funding are due no later than June 15, 2019.**

**Guidelines for applying:**

To fill out the application for a grant, identify which type of award below is being sought. Details of the types of activities supported under the different award categories are provided below. DO NOT include your name and department in your statement and adhere to formatting guidelines.

Submit one copy of the application with signatures to the CSU Institute for Palliative Care at CSUSM (ipc-csusm.edu@csusm.edu).

**Applications are due by 5pm, September 26, 2018.**

[**Application Cover Page**](http://www.csusm.edu/fc/docs/PDG_docs/0910PDGChecklist.pdf)

*Complete the information below and submit to Shannon Honour (ipc-csusm.edu@csusm.edu) by the deadline. In order to be considered, applications must be signed, and the check boxes below marked.*

**PERSONAL INFORMATION**

|  |
| --- |
| **Applicant Name:** Click here to enter text. |
| **Address:**Click here to enter text. |
| **City:** Click here to enter text. |
| **Zip Code:** Click here to enter text. |
| **State:** Click here to enter text. |
| **Phone:** Click here to enter text. |
| **Department Chair Name:** Click here to enter text. |
| **Department Extension:** Click here to enter text. |

**GRANT INFORMATION**

|  |
| --- |
| **Project Title:** Click here to enter text. |
| **Type of Grant (click arrow):** Click here to choose an item. |
| **Type of Faculty (click arrow):** Click here to choose an item. |
| **Project Start Date (click arrow):** Click here to enter a date. |
| **Project End Date (click arrow):** Click here to enter a date. |
| **Project Final Report due (see instructions):** Click here to enter a date. |
| **Funding Amount Requested:** Click here to enter text. |
| **What Will be Purchased?** Click here to enter text. |
| **Presenting at Conference? (click arrow)** Click here to choose an item.**If yes, please provide:****Name of the conference:** Click here to enter text.**Location:** Click here to enter text.**Dates of the Conference:** Click here to enter text. |
| **Retroactive Funding Sought? (click arrow)** Click here to choose an item.**If yes, verify that Travel (Green form)/ Purchase Authorization documentation has been completed (check box): :** [ ] **If not, verify that you understand that, if you are awarded the grant, then you must work with the CSU Institute for Palliative Care at CSUSM at the time of award to complete the necessary forms in order to access the funds (check box):** [ ]  |

**SIGNATURES**

|  |  |
| --- | --- |
| **Applicant Signature:** | **Date** |
| **Department Chair Signature:**  | **Date** |

**Application:**

**GRANT INFORMATION**

|  |
| --- |
| **Project Title:** Click here to enter text. |
| **Type of Grant (click arrow):** Click here to Choose an item. |
| **What Will be Purchased?** Click here to enter text. |
| **Presenting at a Conference? (click arrow)** Click here to Choose an item.**If yes, name of the conference:** Click here to enter text. |

**BUDGET DETAILS:**

A maximum of $750.00 will be awarded per faculty member.

*Please note that in order to access the funds, if you are awarded, you will need to submit a travel/purchase authorization form at the time of award.*

|  |
| --- |
| **Requested Funding Amount:** Click here to enter text. |
| **Itemized Cost Breakdown:** Click here to enter text. |
| **Total Cost of Project:** Click here to enter text. |
| **Other Funding Sources:**[ ] **University Professional Development Grant (UPD)**[ ] **Faculty Center Professional Development Grant** [ ] **Grant Proposal Seed Money** [ ] **SJEP Award**[ ] **Other** Click here to enter text.**Please explain how this project/activity is different from the project already funded:**Click here to enter text. |

**STATEMENT of OBJECTIVES:**

*Please ensure that your name and department do NOT appear in the statements below and adhere to the word limit.*

*Applications undergo a blind review and are judged on the following criteria:*

The Palliative Care PDG Review Team will conduct a blind review of the applications, judging them on the following criteria:

1. Clear rationale for how the proposed activity will contribute to the faculty member's professional development and to research goals or teaching success **in palliative care.**

2. Clear justification for how the proposed activity supports the focus of the **CSU Institute for Palliative Care’s (education of current and future professionals, and education of the community).**

3. Evidence of ability to complete proposed activity.

Proposals are ranked by merit, and all faculty are encouraged to apply.

|  |
| --- |
| **Describe the proposed activity and discuss how it contributes to your professional development and research goals in Palliative Care . (200 words)**Click here to enter text. |

|  |
| --- |
| **Describe (a) the feasibility of your proposed activity and (b) other funding sources. (100 words)**Click here to enter text. |

|  |
| --- |
| **Clearly articulate how the proposed activity addresses one or more areas of focus of the CSU Institute for Palliative Care. (100 words)**Click here to enter text. |

**Please submit your application to Shannon Honor, Operations and Grants Analyst, CSU Institute for Palliative Care at CSUSM, CRA 6120 or ipc-csusm@csusm.edu by 5pm, September 26, 2018**