**The James F. Hubbard Faculty Award**

**Application Criteria**

The fund was established by retired UNCP Professor James F. Hubbard to assist full-time faculty in their professional endeavors including: study, research, travel, and writing.

The amount of the award (up to $1,000), dependent upon available funds, shall be determined by the Subcommittee on Faculty Development and Welfare.

**Conditions:**

* This incentive is available for Fall, Spring, or Summer.
* The recipient must be tenured.
* Partially completed applications shall not be accepted.
* Considering equally meritorious projects, priority will first be given to the faculty member who has taught at the University full-time for the longest period, and second to applicants who do not have current funding.

**Requirements:**

An applicant must provide a proposal of no more than four double-spaced, typewritten

pages that includes:

* A statement and rationale of the objective(s)
* A budget showing major areas of expected expenses covered by this award
* A description (e.g., requested amount) of pending applications for the same project, if applicable
* A description (e.g., amount received) of any **current** additional funding supporting this project, if applicable

As an additional requirement a report summarizing the project must be submitted to the Faculty Development and Welfare Subcommittee within 30 days of the semester subsequent to the completion of the project. Non-compliance may affect future funding of this award

**Application Procedure:**

Proposals should be presented to the Chair of the Subcommittee on Faculty Development and Welfare by March 16th for projects occurring in the following academic year.

If you have any questions, or if you would like additional information, please contact the Chair of the Faculty Development and Welfare Subcommittee. Current contact information can be found at <http://www.uncp.edu/about-uncp/administration/faculty-senate/committees/faculty-development-and-welfare-subcommittee>. Revised February 12, 2015

**James F. Hubbard Faculty Award**

**THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

**Deadline: March 16, 2015 (5:00 PM)**

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you tenured? 🞎 yes 🞎 no

Current Professorial Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years at UNCP (including present year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years in Rank (including present year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected project starting time and completion dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate other financial support you will be receiving for this project.

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Faculty who receive the award will be required to submit a report. By signing this form you agree to submit a report summarizing the project within 30 days of the semester subsequent to the completion of the project to the Chair of the Faculty Development and Welfare Subcommittee.

Please note the award is received through the faculty member’s monthly paycheck.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_