

## University of Iowa Professional Development Award – Application Instructions

---

**Before preparing your application**, refer to the online information regarding requirements and deadlines for Professional Development Award (PDA) applications (note: All links in this document are available via [provost.uiowa.edu/apply-professional-development-award](http://provost.uiowa.edu/apply-professional-development-award)):

- [Faculty Development Programs' General Principles](#)
- [Faculty Development Awards Criteria and Review/Evaluation Questions](#)
- [Deadlines](#)

---

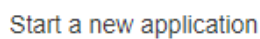
### OVERVIEW

The application, which must be submitted online, consists of the **application form** and four **attachments**:

- prospectus,
- justification,
- summary *curriculum vitae*, and
- last faculty developmental award report, if applicable.

### START A NEW APPLICATION

To access the application form, log in to the Development Awards portal in the [Faculty Admin Center](#). The view will default to your “Application and Award History” page, which will show any previous applications you have submitted. To start a new award application, click the button at the top right of the screen:




Start a new application

This will take you to a screen from which you can start a new application by clicking “Apply”:



Apply

If you have previously submitted a PDA application from which some information is still relevant, you can choose to base your new application on the previous one by “cloning” it. If you choose this option, be sure to review carefully and replace out-of-date information.



Clone Previous Award Application

### APPLICATION FORM AND REQUIRED ATTACHMENTS

- I. Applicant Information:** Review and complete directory / appointment information.
- II. Previous Award Information:** Indicate what developmental awards (with pay) and/or leaves of absence (with or without pay) you have accepted over the past five years.

#### Online Application Instruction Summary:

1. Log in at [apps.its.uiowa.edu/faculty](http://apps.its.uiowa.edu/faculty)
2. Fill out the application form, including the abstract
3. Attach required documents (prospectus, justification, C.V. summary, and previous PDA post-award report if applicable)
4. Save form as DRAFT while working; when done, click “**Submit as Final**” to submit the completed application materials to your DEO(s)

### III. Proposed Activity / Abstract

If your request for a PDA is approved by the college and university, it will be submitted to the Board of Regents, State of Iowa, as part of the request for approval of your award. Please make sure your abstract meets the following requirements. **Failure to do so may jeopardize approval of your award.** There are [sample abstracts](#) on the Faculty Development Awards Program web site.

Instructions for abstracts:

- The abstract must be between 400 and 1,200 CHARACTERS maximum, including spaces.
- Use clear and concise language that would be understood easily by a layperson.
- Write the abstract in **third person** and in **active** voice (*e.g.*, Professor Smith will complete research for her book on Shakespeare).
- Summarize the proposed activity and the expected outcome of the activity.
- Describe how the award will benefit teaching/students and the University of Iowa.
- Describe how the award will benefit the state of Iowa or society generally.
- Please refer to the award as a “Professional Development Assignment” or “PDA.” We are required to use this terminology in reporting to the Board of Regents.

### IV. External Funding Information

Indicate whether you have received external funding to help support any aspect of the proposed activity. If so, provide a brief description of the funding source(s) and amount(s).

### V. Understanding of Obligation to the University and the State.

Check the box to indicate that you understand your obligation(s) to the university and the state should you receive a PDA.

### VI. Attachments

Upload required attachments using the buttons at the bottom of the application form. When you have successfully uploaded an attachment, the “Upload” button for that document will change to two buttons, “View” and “Delete.”

The screenshot shows a section titled "VI. Attachments" with four document cards. The "Prospectus" card has an "Upload" button. The "Justification", "CV Summary", and "Prev. Award Report" cards each have "View" and "Delete" buttons.

#### A. Prospectus (maximum 5 pages, double-spaced)

Explain the project in terms that an educated reader from **outside** your field can understand. Specify:

- a. Purpose and significance: Describe the nature and significance of the project, including a clear, concise statement of the objectives for the project and your aims in undertaking it.
- b. Work to be accomplished: Describe specifically what you plan to do during the award period. Where will you do the work? Identify persons (if any) with whom you will work.
- c. Projected results: What tangible results will your project have, what form will they take, and how and where will you share your results with others (*e.g.*, publication, presentation, exhibition, classes)?

#### B. Justification (maximum 1 page, double-spaced)

How will the project contribute to your teaching (be specific with course titles, number of students taught)? How will it contribute to your own scholarly development? In what way does this project require a time commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?

**C. Summary Curriculum Vitae** (2 to 5 pages)

Upload a summary (NOT your complete CV) of your professional employment, duties, and accomplishments. Include a list (selected, if necessary, to keep within the page limits) of your professional publications and creative works, with the correct sequence of authors for joint publications. Include other information relevant to appraising the proposed assignment project.

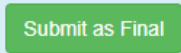
**D. Last Award Report** (if applicable)

Upload a copy of your last UI Faculty Development Award (e.g., Professional Development Award or other developmental award), if any. If you do not have a copy of your previous report or if your last developmental award did not require a formal report, in a maximum of 3 double-spaced pages specify:

- a. the nature and purpose of your previous project(s);
- b. impact on your research direction and the research of graduate students supervised;
- c. follow-up work and funding that resulted from the previous project (be specific with project titles, funding sources, and amounts of grants);
- d. products, exhibitions, performances, and presentations resulting from the previous project (be specific with titles, journals, dates, and so forth); and
- e. academic and instructional benefits attributable to the project (include course titles and number of students taught).

## **SAVING AND SUMITTING**

You can save your application as a DRAFT at any time while working on it. When you are done, be sure to click the “Submit as Final” button at the bottom right:

A green rectangular button with the text "Submit as Final" in white.

Your application will be forwarded to your DEO(s) for review and approval.

**The system will not allow submissions after the published application deadline.**