

FPDC Faculty Individual Proposal: How to Apply

You are invited to apply for FPDC funding to support your professional development. We encourage you to apply as soon as possible. Faculty are eligible for FPDC funding once per academic year. Attendees are eligible for up to \$800, and presenters are eligible for up to \$1000 of FPDC funding. Plan to submit all forms at least 30 days before your in-state event. For out-of state events, submit all forms at least 45 days in advance.

Follow the five steps below to apply for funding:

1

Complete the FPDC Faculty Individual Proposal

You will find the FPDC Faculty Individual Proposal at

<https://inside.flc.losrios.edu/governance/participatory-governance-committees/faculty-professional-development-committee> .

2

Complete the Los Rios Travel Authorization Form

Fill out Part I of the Travel Authorization form. Complete Part II of the Travel Authorization form only if you are requesting a cash advance or prepaid registration.

3

Get Required Signatures

Remember that you and your manager, dean or supervisor must sign the FPDC Faculty Individual Proposal and Travel Authorization forms. The committee cannot fund unauthorized applications.

4

Put Together Your Proposal

Include the following along with your completed and signed FPDC Faculty Individual Proposal:

- Los Rios Travel Authorization signed by you, your dean, and College President if traveling out of state
- Event description (agenda, schedule, conference website, etc.)
- Conference or workshop registration
- Hotel reservation (if applicable)
- Airfare receipt and/or flight confirmation number (if applicable)
- Mileage estimate from MapQuest using Folsom Lake College as starting and ending location (if applicable)

5

Submit Your Proposal

Scan your completed FPDC Faculty Individual Proposal with all attachments to create one PDF document. Email your submission to the FPDC Committee for review at

FLC-PD-Faculty@flc.losrios.edu.

What happens next?

The Travel & Conference Subcommittee of FPDC will review your application and recommend whether or not to fund your proposal. Most requests are granted if they meet the established guidelines and funding is available. If you do not hear from the committee within seven days of your submission, please send an email to the committee chair, Amy Brinkley, at brinkla@flc.losrios.edu.

FPDC Faculty Individual Proposal: FAQ

General

Who can apply for FPDC funding?

All part-time and full-time faculty members can apply for funding.

What is the maximum amount of funding I can request as an individual?

The maximum funding per fiscal year for each applicant is \$800 for attendees and \$1000 for presenters.

What can FPDC funding be used towards?

Funding can be used toward registration costs, transportation and meals.

Are all requests for FPDC funding guaranteed?

We are unable to guarantee funding for all applicants. You are encouraged to apply for funding as early as possible because funds are awarded on a first-come, first-served basis.

How much funding is available through FPDC?

FPDC receives an annual allocation to the Travel & Conferences fund. The balance of the Travel & Conferences allocation is carried forward into the following fiscal year.

What if the cost of the conference, workshop or travel exceeds the funding available through FPDC?

Full-time faculty members can solicit unused faculty stipends from their colleagues to be applied towards conferences, workshops or travel. You are encouraged to work with your dean to identify additional funding from your division and other college programs or grants.

When should I apply for funds for conferences, workshops or travel in California?

We encourage you to apply as soon as possible. Plan to submit all forms at least 30 days before the event. If you are requesting a cash advance or registration prepayment, please allow 45 business days for processing.

When should I apply for funds for conferences, workshops, or travel outside of California?

If you are attending an out-of-state event, your application must be submitted at least 45 days before the event. Out-of-state travel requires approval by the College President, so be sure to allow for this extra processing time.

What should I do if I learn of an event I'd like to attend, but cannot meet the 30 day submission timeline?

Get in touch with the FPDC chair to discuss your situation. We will do our best to help support your professional development interests.

What should I do if I need to cancel my plans to attend a conference or workshop?

If you receive funding and need to cancel your participation, please inform the Business Office and the FPDC Chair immediately.

Can I apply for funding for an event I already attended?

No. Events cannot be funded retroactively.

FPDC Faculty Individual Proposal: FAQ

Travel

Who is responsible for event registration, lodging and travel arrangements?

All reservations for conferences, lodging and transportation are your responsibility. For guidance, be sure to contact your division's administrative assistant.

How should I pay for event registration, lodging and travel arrangements?

Once your proposal has been approved, you can pay for registration and travel arrangements on your personal credit card and will be reimbursed with any approved travel funds.

If you would like the college to prepay your travel costs you can work with your division's administrative assistant to book reservations via the Los Rios contracted travel agency, Concur. Please note that each travel transaction completed online via Concur costs \$7, and phone transactions will cost \$12. These fees should be included in the travel costs listed on your Travel Authorization form.

What are my transportation options for attending a workshop or conference?

District policy requires that transportation costs must be the lesser of roundtrip airfare or mileage.



Air Travel

You are welcome to book air travel through any airline or travel site, unless you are requesting prepayment. Prepaid air reservations must be made using Concur. For guidance, please see your division's administrative assistant.



Auto Travel

You can choose to drive a private vehicle or request a district vehicle if you are a qualified driver. Consider carpooling if you will be traveling with your colleagues.

Private vehicles are eligible for mileage reimbursement based on MapQuest directions using Folsom Lake College as the starting and ending location. District vehicles include the use of a gas card to fuel the vehicle. Remember to keep your receipts for all fuel costs.



Public Transit

Transit options include train, light rail, subway, bus, ferry, cab, etc. Remember to keep your receipts for all transportation costs.

How do I become qualified to drive a district vehicle?

All Los Rios employees and students are eligible to become District Drivers. You can learn more and complete the required training at

<https://employees.losrios.edu/training/compliance-and-safety/safety-programs/driving-program>

Be sure to contact Campus Operations at (916) 608-6995 to check availability and reserve a district vehicle at least two weeks before travel.