

FIRST-YEAR WRITING SUPPLEMENTAL FUNDS

Policies and Procedures

I. BACKGROUND AND POLICY:

In addition to the guaranteed \$250 in social funds, FYW courses are eligible to receive supplemental funds for activities/experiences that enhance student learning. Faculty must apply for supplemental funds and follow all guidelines outlined below.

II. GUIDELINES FOR SUPPLEMENTAL FUNDING:

A. Timing and Availability – Faculty are encouraged to submit [applications](#) for supplemental funds prior to the start of the semester if they need to plan ahead for speakers, travel, etc.; however, requests for supplemental funds will be considered on a rolling basis through the Friday of the 13th week of classes.

B. Eligible Faculty – Faculty who are currently assigned to instruct an FYW course are eligible to apply for supplemental funds to be used during the semester that the FYW course is offered.

C. Specific Guidelines for Supplemental Funding – These funds are to allow for activities/experiences beyond those normally provided for by guaranteed FYW Social Funds. Past requests for supplemental funds have included activities such as guest speakers, field trips (local and regional), and activities that are specific to the topic of the course (e.g., cooking classes, simulations/demonstrations, etc.). Faculty wishing to apply for supplemental funds will need to complete an [application](#) no later than the Friday of the 13th week of classes. In the application faculty will need to provide the following information:

- The date(s) of the proposed experience/activity.
- A description of the proposed experience/activity.
- A comprehensive budget for the proposed experience/activity.
- An explanation of how the proposed experience/activity will improve the students' learning and experience in the course.
- An explanation of whether/how the proposed experience/activity might benefit future sections of the course.
- An explanation of whether/how the proposed experience/activity might positively impact other current sections of FYW.

When providing application answers, please follow these guidelines:

1. Supplemental funds are not ordinarily used for the purchase of books or other media. Requests should go first to the library. If there is some reason why the library cannot purchase the materials (for example, if they are in a language in which the library does not buy materials), faculty can request supplemental funds. Please include an explanation of why the library cannot buy the materials.
2. When requesting money for trips, please include information about costs: admissions fees, food budget, mileage, hotel costs (if applicable), etc.

3. When requesting money for a speaker outside of Furman, please include a CV or other materials about the person. Because the cost of some speakers will exceed the amount that the FYW budget can fund, proposals that are co-funded by department funds or other sources are preferred, especially if the speaker will be conducting supplemental lectures and CLP events beyond the visit to the FYW course.
4. The application must identify realistic expected costs, vendors, and itemized purchase information. Please follow guidelines outlined in Furman's Procurement Guidelines: <https://www.furman.edu/offices-services/procurement-services/wp-content/uploads/sites/135/2019/11/3-2015-Procurement-Guidelines.pdf>. Pay special attention to section IV. Please also review the following procurement policies: <https://policies.furman.edu/view.php?policy=456> and <https://policies.furman.edu/view.php?policy=454&name=157.3%2520Promotion>. Please also review TAP Card guidelines: <https://www.furman.edu/offices-services/procurement-services/wp-content/uploads/sites/135/2019/11/3-2015-TAP-Card-Program-Guidelines.pdf>.
5. Travel requests must follow Furman's Policy 388.4 (<https://policies.furman.edu/view.php?policy=597>) and TAP card purchases Policy 370.4 (<https://policies.furman.edu/view.php?policy=596>).
6. The FYW Budget fund does not provide support for research for personal or professional growth and does not normally fund technology or student assistants. Funding opportunities for faculty development can be located here: <https://www.furman.edu/faculty-development-center/faculty-resources/funding-opportunities/>.

These guidelines should be followed for approved supplemental funding:

1. For any food-related or travel activities that are part of the supplemental request, faculty should follow [Guidelines for Social Funding](#).
2. Monies are for identifiable expenses reimbursed to the faculty member; expenses ordered through a department or paid with a TAP card, which are to be paid with an internal funds transfer; or an honorarium paid directly to a guest speaker or artist.
3. Requests for checks, along with a signed W-9 Form, must be submitted to the administrative assistant for the faculty member's department at least two weeks prior to the speaker's event if a check is to be paid when the speaker visits campus. The applicant is responsible for completing the tasks necessary to sponsor an event or speaker, including lodging and room reservations, CLP application, etc.
4. All receipts should be submitted within two weeks of the completion of the activity.