

Steps for Utilizing the CREATE Program

Eligibility: Assistant professors hired beginning in the fall of 2015 who have successfully completed the midterm review process, in their fourth or fifth years. Full participation in the mentoring programs of the Office for Faculty Success is necessary. The faculty member will spend at least 4 weeks with a new collaborator at the new collaborator's institution; the hosting institution should not be the faculty member's doctoral-granting institution. The CREATE awards are intended to foster a broadening of scholars' horizons.

Award Amount: Up to \$4,000. An additional \$1,000 may be provided if the host institution is among the top-20 in the faculty member's discipline.

Process:

- The assistant professor completes the CREATE Application Form at least two months prior to the proposed conference, routing the application to the department chair for a signature.
- Upon approval by the chair, the department routes the application to the appropriate dean for a signature.
- Upon approval by the dean, the college routes the application to the Office for Faculty Success.
- Upon approval, the Office for Faculty Success will notify the applicant, chair, and dean, as well as the Office of Academic Resources.
- The assistant professor works with the department to make travel and other arrangements; requests for reimbursement should be submitted to the Office for Faculty Success within seven business days of returning from the trip.

Allowable Expenses: Travel and living expenses during the CREATE stay are reimbursable (with proper documentation). CREATE funds may not be used as a salary supplement. The expenses must be charged to your department and fund code 200-830001 or reimbursement to your department may not be possible. Any expenses that exceed the approved award may be supplemented by departmental funds (if available) at the discretion of your department chair. Please see your college financial officer if you have any questions about allowability or accounts to charge.

Reporting: Assistant professors utilizing CREATE Program funds are required to submit two reports to the Office for Faculty Success: an initial report due within 4 weeks of returning from the visit and a final report due within a year of returning.