



FACULTY SUCCESS

TEXAS TECH
Office of the Provost

Wellbeing and Success Mini-Grant Program for Fulltime Faculty and Staff

The Office of Faculty Success and the Council for Staff & Faculty Wellbeing announce a funding opportunity for full-time faculty and staff members for activities supporting their professional wellbeing and success. Details follow here:

Basic information:

1. Full-time faculty or staff members may request up to \$2,000 of funding to support their participation in activities that will enhance their professional success in their roles at Texas Tech. Funds awarded may be lower than the amount that was requested.
2. Individuals may not submit more than one proposal.
3. Funded programs/activities must take place between January 15 and August 31, 2025.
4. The Council on Staff & Faculty Wellbeing will announce awards on or before January 13, 2025. Applicants submitting proposals for activities in January 2025 should discuss their plans with their unit-level business managers to ensure that any costs paid out of pocket or via departmental/unit funds can be reimbursed if a proposal for a January 2025 event is approved.
5. Faculty and staff members receiving funding are expected to participate in follow-up activities in the fall 2025 and spring 2026 terms to assess the efficacy of this program as a mechanism of support for faculty and staff wellbeing and success.
6. Faculty and staff who were funded for wellbeing and success programming during the 2023-2024 academic year are not eligible to apply for funding for the 2024-2025 Mini-Grant program.
7. Faculty and staff who were funded for wellbeing and success programming during the 2022-2023 academic year are eligible to apply for funding for the 2024-2025 Mini-Grant program, but should be advised that priority will be given to faculty and staff members who have not previously received this award.

Proposals:

1. Proposals must be submitted using the [Faculty & Staff Wellbeing & Success Funds Proposal Form](#). The Form requires:
 - a. Narrative description of the proposed program;
 - b. Program's alignment with and ability to further success in the applicant's position at TTU;
 - c. Anticipated objectives of or expected deliverables supported by the program;
 - d. Dates activities will take place, included intended completion date;
 - e. Budget;
 - f. Confirmation of support from immediate supervisor.
2. [Proposal Forms](#) must be submitted by Monday, December 9, 2024. Late submissions will not be accepted.

Funds may be requested to support:

1. Registration fees for domestic or international academic conferences or other directed, professional development activities specifically related to an employee's position at TTU;
2. Publication fees and fees associated with submitting projects to juried competitions, as long as the publications and competitions align with the applicant's position at TTU;



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3. Travel associated with attendance at approved activities, including auxiliary costs like baggage fees and local transportation;
4. Meals and incidentals while traveling to and participating in the approved activities, up to the maximum allowable per diem rate;
5. Lodging associated with approved activities up to the maximum allowable per diem rate.
6. Equipment that will specifically promote the applicant's success in their position at TTU. Please note that all equipment remains the property of Texas Tech University and equipment approved for funding must be used primarily at the applicant's designated duty point.

Funds may not support:

1. Self-directed research, development, creative, or other professional activities; or any educational experiences in which the learner assumes responsibility for their own learning process.
2. Licensures, trainings, or certifications that are required for the employee to perform their current job at TTU – these types of activities should be funded by the employee's home department/unit;
3. Alcohol;
4. Personable consumables;
5. Consulting fees;
6. Costs associated with provision of medical treatment, including mental health treatment;
7. Food/Beverage other than individual per diem costs associated with attending an approved event.
8. Any activities taking place after August 31, 2025.

All proposals will be reviewed by the Council on Staff & Faculty Wellbeing. Additional details follow here:

1. Funding is limited and is not guaranteed.
2. Selection for this award will be made based on the on the information submitted in the proposal and in accordance with [Texas Tech University System Regulation 07.09](#).
3. Priority will be given to:
 - a. For STAFF proposals:
 - i. Events at which the staff member has been invited to present or speak;
 - ii. Events at which the staff member will present following a peer reviewed selection process;
 - iii. Events that will clearly enhance the applicant's ability to advance in their position.
 - b. For FACULTY proposals:
 - i. Invited keynotes or other significant addresses at academic conferences, juried competitions or similar events;
 - ii. Peer-reviewed presentations at academic conferences, juried competitions, or similar events;
 - iii. Participation in professional development activities that will clearly enhance the applicant's ability to advance in their position.
4. Awarded funds cannot carry forward into FY 25.
5. Awarded funds cannot be renewed.