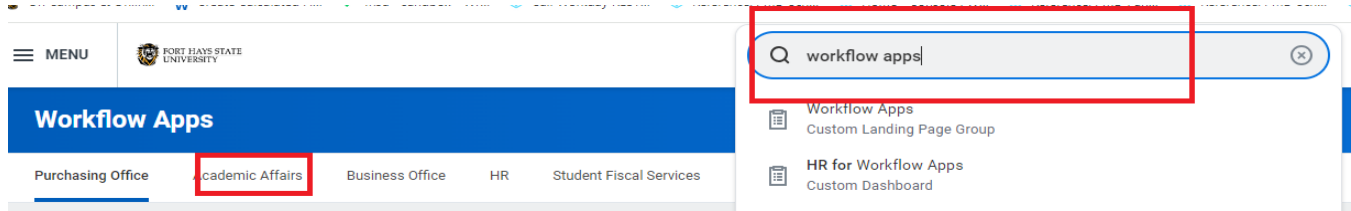# Submitting a faculty development funding Workday application
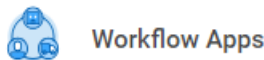
FORM ACCESS:

Access the form in one of three ways in Workday.

- Type Faculty Development Application Form in the Workday search bar.
- Type Workflow Apps in search bar. Select Academic Affairs.

- Go to your Workday Menu and add the app (limit 20) to your list.

FORM COMPLETION:

Select Start under Create New Application.

Prior to completing an application, view the FDF definitions, criteria, and procedures at
https://www.fhsu.edu/academic/provost/faculty_dev_fund/index or use the Guidelines link at the top of the form.

Current Academic Year is the year/review cycle _in which the form is submitted_ regardless of the event's date. Must be in this format "24-25" for sorting and reference purposes.

Red asterisk* indicates required. The form **will not save** _or_ submit until information is entered in all required fields. Enter placeholder text in these fields if you start, but will not submit the form until later.

NOTE these required items are not marked with asterisks:
- Projected Expense _details_ and estimated _amounts_ are required.
- A _minimum of two_ responses are required under "#4. Relevance to University Goals . . . "

Save as Draft to close your form and return later:

ALL required (*) fields must have something entered BEFORE exiting ("Save as Draft" button)**.**
Enter placeholder text in these fields until you are ready to return and complete/submit the form.

If an error appears when saving (or submitting), click the red rectangle to view the error, then complete the required field(s) or enter placeholder text.
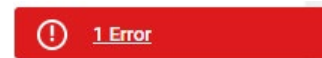
Complete and **detailed** responses assist committee review and probability of full funding (within limit).

Projected Expenses - Information may be entered into all cells except _Requested_ and _Total Expenses_, which will calculate as you tab through the cells.

Unfunded Expense automatically subtracts dept/college/other support from expenses total and is not editable. If you wish to request less faculty development funding than the amount in Unfunded Expense, this may be indicated in _Projected Expenses Comments_.

Additional Explanation if needed is for applicant's use to include any relevant information that may not apply to other areas of the form.

File Upload is optional.

SUBMIT
   Select Submit button. (See above if an error message appears.) In the confirmation window, select Submit again to begin the review cycle. Or, select Cancel in this window to save, but not submit the form.

RETURN TO SAVED (*not submitted*) APPLICATION:
   See FORM ACCESS above. Under My Applications, select Start. Under All saved applications, select View Request Detail to return to a saved form. Select Delete Saved Request to remove an application no longer needed.

DUE DATES
   Applications are due to provost / committee by the published due date. This *includes* chair and dean electronic approval, so plan to submit prior to the due date. Units may establish earlier due dates for their department / program / college. ***Verify earlier deadlines with your chair and dean.***

TRACK APPLICATION   *RECOMMENDED*
   "It is the responsibility of the faculty to forward the electronic application form through the approval process prior to the deadline."

   After submitting an application, track its progress by returning to the workflow app. See FORM ACCESS above. Select My Applications. The Worker Assigned Next column indicates current review step. Contact the chair or dean if your application is not moving forward.

   If you notice an error or omission of information after submitting, contact the next approver to send the form back to you. If needed, Janet Kohl in the Provost Office may also edit the form upon request. All previous reviewing parties should be notified of major edits.

Applicant will be notified by email when their application completes the review process. Within Workday, see Notifications (bell icon in upper right corner). At this time, the Provost Office will continue sending digital letters with additional information.

Applications may be submitted for another individual. The submitter receives any send back and review completed notifications. In the Faculty Development Applications workflow app, the *submitter* views the saved or submitted application in Applications Submitted by You and *applicant* views it in My Applications.

If you have any questions or would like assistance completing the form, please contact Janet Kohl in the Provost's Office by email or phone (4207).

REVIEWER overview for applicants: (*chair/dean please see reviewer instructions*)
   Reviewers will be notified by Outlook email when an application has arrived in their Workday inbox. Reviewers cannot edit application contents. However, they can send back to the submitter for changes as needed.

   Chair and dean can approve, deny, or send back (from Workday My Tasks inbox).

        Approving is completed in **two** Workday steps.
   1. Approve.
   2. Update Application with *required* comments and support amount if applicable and Submit.

Administrative assistants are notified in WD when faculty in their unit submit an application and when funding is approved by the Provost.