**Faculty Interest Group Proposal (FIG)**

Goal: To foster faculty communities in faculty-led, informal meetings or events. FIGS differ from Faculty Learning Communities (FLCs) in that they are less formal and structured, and the focus on learning is optional and/or non-work-related.

Audience: All faculty

Application process:

* Application – Please complete membership table and application form below and submit to Susanna.Calvert@uga.edu
* Initiation – FIGs may begin or apply for support at any time during the academic year or summer. Application early in the fiscal year is recommended since funds are limited.
* OFA Support – To qualify for OFA support, several criteria must be in place, including the items listed below.
	+ Membership open to all faculty, up to the specified maximum
	+ Have a designated contact person\* to coordinate enrollment and participation by new members, and to track total reimbursement to date and for each faculty member ($50/person/year maximum).
	+ Have a minimum of 6 faculty who agree to participate on a regular basis
	+ A budget which includes number of meetings and expected number of participants at each meeting
	+ Request for additional funding should be accompanied by an impact statement
* FIGS not requesting OFA support - FIGs who do not request OFA support are also welcome to organize and self-fund, and have the option of being listed on the OFA website if open membership is desired. Please indicate $0 budget in the application below and complete the other fields, including any limitations on enrollment eligibility.
* Reimbursement – To facilitate reimbursement, one person should be designated to “host” each gathering, i.e., to act as the responsible party for requesting reimbursement. The host may or may not be the contact person. For example, the host may purchase drinks and/or appetizers for the group at an event, and request reimbursement up to the $5 pp max.
	+ To receive reimbursement, the following must be provided to Beverly Minor (baford@uga.edu):
		- Itemized receipts and the requested reimbursement amount
		- FIG name, date, time, and location of the meeting
		- Names of faculty participants at that event (note that we will only reimburse for UGA faculty participants)
	+ Renewal/requests for additional funds
		- FIGS may request another “round” of funding either before or after the end of the 12-months period. Since funding is available on a first-come, first-serve basis over the course of the fiscal year, additional funding is contingent on fund availability, and:
		- Budget summary – Total funds reimbursed and a list of participants, with the total spent on each, over the budget period. Expenditures should not exceed the original budget, $5 pp/event, or $50 pp/year.
		- Impact Summary - A short (half-page) summary of the perceived or stated benefit of the FIG to the participants.
* Questions – Contact Susanna Calvert (Susanna.Calvert@uga.edu)

**Initial/current membership (add rows as needed)**

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| \*DESIGNATED CONTACT PERSON - |
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**OFA FIG Application**

**2018-19**

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|  | Description | Your Responses |
| FIG Name | List your proposed FIG name |  |
| Purpose and focus of FIG | Please describe the primary shared interest of this FIG. Include whether the goals are social, learning, or both.  |  |
| Meeting format | Briefly explain your plans for meeting, frequency, location, and timing, if possible.  |  |
| Capacity and enrollment | What is your maximum enrollment and why? To allow for greatest access, consider having a larger general enrollment, but limiting registration for specific events based on event capacity and first-come, first-serve enrollment.  |  |
| Initial/current membership | Include:* Initial FIG members (minimum 6 for OFA support)
* Contact person\*
 | Please list using the table above |
| Budget | Itemize your proposed budget, indicating over what time frame (9- or 12-months?). * OFA will reimburse up to $5/pp/event, up to a maximum of $50 pp/12-month period
 |  |
| Any additional support from OFA needed | FIGs are generally encouraged to organize their own times, dates, locations and entertainment. If additional assistance is needed from OFA, please describe here. |  |