

# Professional Development Opportunities Faculty 2011-2012

*Office of the Associate Provost*



Ball State offers a wide variety of professional development programs for faculty. Programs include teaching support, development support for curriculum, travel support, and grant support for research and scholarly activity.

The Professional Development Opportunities for Faculty program is coordinated through the Office of the Associate Provost, but programs are provided by many offices on campus. This reference file offers a brief overview of programs and a contact office and number where you can obtain more information.

Teaching Support	2-3
Research and Scholarship Support	4-5
Program Development	5
Travel Support	6
Leaves, Administrative Opportunities, and Exchanges	7-8
External Funding Support	9-10
Campus Deadlines	11

## TEACHING SUPPORT

### **Office of Educational Excellence (OEE)**

OEE provides the faculty of Ball State University with professional development opportunities for teaching, documentation of those activities, assistance in locating teaching resources on campus, consultation on teaching and course development, and a website providing resources for higher education teaching.

Campus Deadline: Open

For more information check: [www.bsu.edu/itas](http://www.bsu.edu/itas)

Contact person: Gary Pavlechko and Kathy Jacobi-Karna, ext. 5-1763

### **°Creative Teaching Grants**

Office of Educational Excellence (OEE) provides administrative support for the Creative Teaching Grants, a program mandated by the *Faculty and Professional Personnel Handbook*. Faculty interested in applying should ask for an application manual from OEE. The manuals are available near the Thanksgiving break. The University Creative Teaching Committee administers the award and chooses awardees. OEE is the administrative support unit for the committee. Special consideration will be given to applications that propose a creative approach to immersive learning.

Campus Deadline: January 19, 2012

Contact person: Gary Pavlechko, ext. 5-1763

### **°Faculty Development Workshops and Seminars**

Workshops and seminars provide BSU faculty with professional development in a variety of areas related to teaching. Programs range from one-hour sessions to multi-week events, and are typically facilitated by faculty colleagues with academic specialties and/or extended experience in the given topic. Schedules are made available near the start of each semester via e-mail and the ITAS website.

Campus Deadline: Various

Contact person: Kathleen Jacobi-Karna, ext. 5-1763

### **°Mid-term Teaching Feedback Program**

OEE offers a mid-term feedback service to faculty to collect timely and valuable information about the teaching of the course from students, mid-way through the fall and spring semesters.

Campus Deadline: September 26, 2011; February 13, 2012

Contact person: Kathleen Jacobi-Karna, ext. 5-1763

### **°Professional Development Report**

OEE records participation in its programs in a secure database, providing faculty members with a convenient method of documenting their professional development activities. Access is available via the OEE website.

Campus Deadline: Open

Contact person: Kathleen Jacobi-Karna, ext. 5-1763

### **°Teaching and Learning Discussions**

Occasional informal discussions of teaching and learning, organized as “brown bag” lunches or breakfast meetings, focus on various topics in higher education teaching--academic integrity, student culture, new instructional technologies, etc. Topics announced throughout each semester via e-mail and on the ITAS website.

Campus Deadline: Open

Contact person: Kathleen Jacobi-Karna, ext. 5-1763

### **°Electronic Classrooms**

OEE's two electronic classrooms are available for occasional or semester instructional use. The rooms contain touch-screen electronic teaching consoles with Mediasite recording technology. Priority is given to faculty members who have clear plans for utilizing the technology and/or assessing its impact on student learning. Requests for room use may be submitted to the OEE office.

Campus Deadline: Open

Contact person: Gary Pavlechko, ext. 5-1763

### **°i>clicker Audience Response System**

i>clicker is the university's adopted audience response system. Support for this technology includes workshop on its use, personal consultations with an experienced clicker-using faculty member, and loaner kits to let you try out i>clickers before you fully adopt them.

Campus Deadline: Open

Contact person: Gary Pavlechko, ext. 5-1763

## **SERVICES AVAILABLE THROUGH UNIFED TECHNOLOGY SUPPORT:**

### **°Adaptive Computer Technology Program**

The Adaptive Computer Technology (ACT) program provides equal access to computing services to all persons with disabilities at Ball State University. This is accomplished through direct education of students as well as faculty development efforts, which are aimed towards making course work accessible for disabled students. The program provides reasonable accommodations for students, faculty, and staff. The ACT program offers a wide array of equipment and supportive services by enhancing existing academic and computing facilities. This is done in accordance with the University mission, Unified Technology Support mission, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Contact person: Carlos Taylor, ext. 5-6124, [cetaylor@bsu.edu](mailto:cetaylor@bsu.edu)

### **°Advanced Graphics Labs/GIS Research and Map Collection**

The AGL/GRMC staff work with faculty, staff and students both individually and in groups as it relates to advance graphics applications and GIS related projects.

Contact person for CL 469 lab: Joe Lopilato, ext. 5-6748

Contact person for GIS services: Angie Gibson, ext. 5-1097

### **°Computer Store**

The Computer Store offers discounts to current BSU faculty and staff on Apple and Lenovo computers as well as many types of software and accessories.

Contact person: Whitney Jarnagin, ext. 5-5967, [computerstore@bsu.edu](mailto:computerstore@bsu.edu)

### **°Faculty Reading/Discussion Groups**

Groups of faculty who wish to discuss selected books or articles receive support with organizing, supplies, etc. Book recommendations are welcome.

Campus Deadline: Open

Contact person: Kathleen Jacobi-Karna, ext. 5-1763

### **°Faculty Research**

Unified Technology Support and the Office of Educational Excellence (OEE) have begun a collaborative partnership to provide faculty with a wide variety of programs and learning opportunities. Our staff can assist faculty, staff, and students on both individual and funded research projects. We can provide consultation in the areas of research design, instrumentation and survey construction, data collection and entry, and statistical analysis and interpretation.

Contact person: James Jones, ext. 5-1506, [jjones@bsu.edu](mailto:jjones@bsu.edu)

### **°Unified Technology Support General Labs**

UTS provides faculty access to lab resources for classroom instruction, computer-based testing, and course software installations.

Contact person: Peggy Hunter, ext. 5-2286, [pehunter@bsu.edu](mailto:pehunter@bsu.edu)

### **°University Teleplex Instructional Classroom Support**

The University Teleplex staff of producers and directors, graphic artists and multimedia specialists, is available to assist faculty in the development of instructional materials to be used in their classrooms. There is no charge for this service to the faculty or department. Project priorities are based on the greatest impact to student learning, the successful integration of technology into the curriculum and available staff resources.

Campus Deadline: Open

Contact University Teleplex

Contact person: Bill Bryant, ext. 5-1473

## Virginia B. Ball Center for Creative Inquiry

The Virginia B. Ball Center for Creative Inquiry enables faculty and students to:

- explore the connections among the arts, humanities sciences, and technology;
- create a product to illustrate their collaborative research and interdisciplinary study; and
- present their products to the community in a public forum.

## Research and Scholarship Support

### ASPiRE Internal Research Grant Programs

Grants are available to support research projects conducted by faculty members May 2012 through June 2013. Two competitions are held annually:

- General Faculty: Defined as faculty in their fourth year or beyond of appointment at Ball State.
- Junior Faculty: Defined as faculty in their first, second or third year of appointment.

Award categories include:

- Summer Graduate Research Assistantships
- Supplemental Assigned Time (one course buy-out for Fall or Spring)
- Supplies, Expenses, Equipment, and Travel (S.E.E.T.)
- Summer Stipend (up to \$6,000 for both summer sessions)

Each proposal is capped at a maximum of \$10,000 and can reflect any combination of the above categories. Guidelines are available on the SPO website: <http://www.bsu.edu/spo/ASPIRE>

General Faculty Proposals Due: October 31, 2011  
Junior Faculty Proposals Due: Pre-Submission Review: January 17, 2012;  
Committee Deadline: January 31, 2012  
Contact: Sponsored Programs Office  
Contact person: Heather Miller, ext. 5-1604

Four (4) Ball State faculty members will be chosen each year to teach interdisciplinary seminars to fifteen students. The center will provide a summer stipend (\$4,000 for each fellow) so the four fellows may prepare their seminars. The center will also provide a semester's leave for the fellows - two in the fall and two in the spring. Each seminar will receive a budget of \$14,000.

Campus Deadline: January 20, 2012

Contact: Virginia B. Ball Center for Creative Inquiry

Contact person: Joseph Trimmer, 287-0117

### ASPiRE Internal Creative Arts Program

Proposals to this program must produce a creative end product (e.g. a work of art, exhibition or performance, or a creative publication). Support is available for projects completed between May 2012 through June 2013. Two competitions are held annually:

- General Faculty: Defined as faculty in their fourth year or beyond of appointment at Ball State.
- Junior Faculty: Defined as faculty in their first, second or third year of appointment.

Award categories include:

- Summer Graduate Research Assistantships
- Supplemental Assigned Time (one course buy-out for Fall or Spring)
- Supplies, Expenses, Equipment, and Travel (S.E.E.T.)
- Summer Stipend (up to \$6,000 for both summer sessions)

Each proposal is capped at a maximum of \$10,000 and can reflect any combination of the above categories. Guidelines are available on the SPO website: <http://www.bsu.edu/spo/ASPIRE>

General Faculty Proposals Due: November 7, 2011  
Junior Faculty Proposals Due: Pre-Submission Review: January 23, 2012;  
Committee Deadline: February 6, 2012  
Contact: Sponsored Programs Office  
Contact person: Heather Miller, ext. 5-1604

### **Reprint/Publication Costs Support Program**

Reprint or publication support provides up to \$300 per publication to help offset publication costs such as reprints, page charges, and submission fees for authors with new publications accepted in refereed journals or other scholarly publications. A maximum amount of \$500 may be available per year per author for multiple new publications. This award is available to all Ball State University faculty.

Guidelines are online at:

<http://www.bsu.edu/spo/ASPIRE>

Campus Deadline: 15<sup>th</sup> of the month

Contact: Sponsored Programs Office

Contact person: Heather Miller, ext. 5-1604

## **Program Development**

### **Academic Assessment Grants**

The Office of Academic Assessment and Institutional Research has established various strategies designed to encourage faculty participation in assessment activities. Summer grants are awarded to full-time faculty interested in pursuing collegiate or departmental assessment projects that support the University Strategic Plan.

Stipends range from \$300 to \$1,000. Some funding is also available for special projects that support departmental assessment goals.

Contact: Office of Academic Assessment and Institutional Research

Contact person: Andrea Ingle, ext. 5-5976

### **New Faculty Start-Up**

The aim of this program is to help new faculty members purchase supplies, research-related items, and travel to conferences or workshops with a one-time \$1,500 supplies, expenses, equipment and travel (SEET) grant.

Guidelines are online at:

<http://www.bsu.edu/spo/ASPIRE>

Campus Deadline: September 21, 2011

Contact: Sponsored Programs Office

Contact person: Heather Miller, ext. 5-1604

### **National Endowment for the Humanities (NEH) Summer Stipend**

This stipend supports research that contributes to the scholarship, the public's understanding, or the advancement of teaching of the humanities. Recipients' work often results in articles, books, databases, or other scholarly tools. Universities may nominate two faculty proposals. Accordingly, those interested in pursuing a NEH Summer Stipend must first participate in an internal competition.

Campus Deadline: September 2, 2011

Contact: Sponsored Programs Office

Contact person: Justin Miller, ext. 5-5085

## Travel Support

### Travel Support for External Funding

Travel Support for External Funding will provide for expenses associated with travel or other activities that will result in securing successful external grant funding. The amount awarded varies and is dependent upon development opportunities. Guidelines are online at:

<http://www.bsu.edu/spo/ASPIRE>

Campus Deadline: 15<sup>th</sup> of the month

Contact: Sponsored Programs Office

Contact person: Heather Miller, ext. 5-1604

### Study Abroad Site Visit Fund

This program awards up to \$1,500 to faculty members who are creating a short-term (3-5 week) field course overseas. The award is to be used toward a pre-course fact-finding site visit as part of the preparation of the conduct of the field course. One per person per academic year.

Campus Deadline: Open

Contact: Rinker Center for International Programs

Contact person: James Coffin, ext. 5-5422

### The International Travel Program

This program awards travel funds to tenured and tenure-track faculty members to facilitate international academic activity. Activities include international scholarly presentations and artistic performances. Funds are in the amount of up to \$400 and are intended to supplement those provided by a faculty member's college and department. Program guidelines may be found online at:

<http://www.bsu.edu/spo/ASPIRE>

Campus Deadline:

Fall: August 1, 2011 and October 3, 2011;

Spring: December 1, 2011 and February 15, 2012;

Summer: April 16, 2012 and June 15, 2012

Contact: Sponsored Programs Office

Contact person: Heather Miller, ext. 5-1604

### Benjamin V. Cohen Travel Funds

Funds are available to support faculty members that are presenting scholarly papers or serving on a symposium at professional conferences on topics directly connected to the mission of the Cohen Fund that "is to provide a lasting memorial to Benjamin Cohen by fostering new approaches to the problems of peacemaking."

Further information can be found at: <http://www.bsu.edu/peacecenter/>

Campus Deadline: October 3, 2011

Contact: Center for Peace and Conflict Studies

Contact person: Larry Gerstein, ext. 5-8059

## Leaves, Administrative Opportunities, and Exchanges

### Special Assigned Leave with Pay Program

Regular, full-time faculty who have held appointments at the university for a minimum of five years are eligible to apply for leave with pay in order to improve their professional effectiveness as teachers, scholars, and creative artists.

Campus Deadline: October 24, 2011

Contact: Department chairperson using instructions in the *2011-2012 Faculty and Professional Personnel Handbook*

### Assigned Leave

In addition to the Special Assigned Leave with Pay Program deans of colleges, with the approval of the provost, may grant assigned leaves with pay in those cases where salary replacement is unnecessary. Such leaves are granted solely for the benefit of the university.

Contact: Department chairperson using instructions in the *2011-2012 Faculty and Professional Personnel Handbook*

### Australia Centre Director

A two-semester assignment--during the semester before going to Australia, the director-elect, with the help of the Center for International Programs staff, will be on campus recruiting and planning the logistics for the semester abroad. During the semester in Australia, the director will teach two courses and perform administrative tasks. The director will be paid regular salary for the semester in Australia.

For more information check: [www.bsu.edu/australiacenter/](http://www.bsu.edu/australiacenter/)

Campus Deadline: September 1 for Fall and February 1 for Spring

Contact: Rinker Center for International Programs

Contact person: James Coffin, ext. 5-5422

### International Teaching Positions

Ball State is involved in two consortia, Midwest Consortium for Study Abroad (MCSA) and Kentucky Institute of International Studies (KIIS) which offer teaching opportunities and directorships at a number of sites, including Vienna, Austria, and Macerata, Italy. Duration, salary and benefits vary according to program.

Campus Deadline: Application Specific

Contact: Rinker Center for International Programs

Contact person: Kelly Kirkwood, ext. 5-5422

### Fulbright Scholar Program

The Fulbright Scholar Program, the flagship program in international educational exchange, awards to college and university faculty for teaching and/or research in more than 130 countries worldwide.

Fulbright Deadline: August 2, 2011

Contact: Sponsored Programs Office

Contact person: Justin Miller, ext. 5-5085

### London Centre Director

A two-semester assignment--during the semester before going to London, the director-elect, with the help of the Center for International Programs staff, will be on campus recruiting and planning the logistics for the semester abroad. During the semester in London, the director will teach two courses and perform administrative tasks. The director will be paid regular salary for the semester in London.

For more information check: [www.bsu.edu/studyabroad/londoncentre/](http://www.bsu.edu/studyabroad/londoncentre/)

Campus Deadline: September 1 for Fall and February 1 for Spring

Contact: Rinker Center for International Programs

Contact person: James Coffin, ext. 5-5422

### **Worcester Centre Director**

A six-week summer assignment in Worcester, England, whereby the director teaches one course and liaises with the international programs administrative staff of the University of Worcester in the management of the program. The director will be paid a salary based on a formula of AY salary x .30 x 6 ÷ 12. For more information check: [www.bsu.edu/studyabroad/worcestercenter/](http://www.bsu.edu/studyabroad/worcestercenter/)

Campus Deadline: September 1, 2011  
Contact: Rinker Center for International Programs  
Contact person: James Coffin, ext. 5-5422

### **Costa Rica Centre Director**

A two-semester assignment. During fall semester the director-elect will help recruit students for this spring semester-only program. During the spring semester, the director will teach two courses and perform administrative tasks. The director will be paid regular salary for the semester in Costa Rica. For more information check: [www.bsu.edu/studyabroad/costaricacentre/](http://www.bsu.edu/studyabroad/costaricacentre/)

Campus Deadline: May 1, 2012  
Contact: Rinker Center for International Programs  
Contact person: James Coffin, ext. 5-5422

### **Prague Centre Director**

This program is offered fall semesters only. The director teaches two courses and performs administrative tasks. Coordinated by the Miller College of Business, half of the curriculum centers around international business. Other courses offered might come from any discipline. This director will be paid regular salary for the semester in Prague.

For more information check:  
[www.bsu.edu/MCOB/ActivitiesandOpportunities/StudyAbroad/PragueCenter](http://www.bsu.edu/MCOB/ActivitiesandOpportunities/StudyAbroad/PragueCenter)

Campus Deadline: At time position is filled.  
Contact: Miller College of Business  
Contact person: Ray Montagno, ext. 5-8195

### **Honors Rome Centre Director**

This program is offered during fall semesters. The director teaches two courses and performs administrative tasks. Coordinated by Honors College, the curriculum caters to the design of the Honors curriculum. However, courses can be adjusted for non-honors students.

Contact: Honors College  
Contact person(s): James Ruebel, ext. 5-1024  
John Emert, ext. 5-1024

## External Funding Support

The Sponsored Programs Office offers the following support for the development of grant proposals:

### Externally Sponsored Projects

The Sponsored Programs Office (SPO) is responsible for assisting faculty in matters related to external grant proposal development and submission. All aspects of proposal development—funding opportunity searches, narrative review, budget formulation, University clearance guidance, and application submission—are managed through SPO.

Funding opportunity databases, such as COS, GrantSelect, and Eureka!, are offered to the campus community, as well as information on internal grants, student funding for projects, and available federal resources. Extensive information on funding sources is available online at <http://www.bsu.edu/spo>.

Contacts:

External Funding Information: Augusta Wray, ext. 5-5033

Overall Responsibility: Kristi Koriath, ext. 5-1600

### ***SUBMIT* Program**

This program rewards Project Directors/Co-Directors who have submitted grant proposals of \$5,000 or more to external agencies. Funds (on a graduated scale relative to the funding request) are made available for future extramural-related research purposes. For additional information visit:

<http://www.bsu.edu/spo/>

Contact: Sponsored Programs Office  
Contact person: Sarah Lee, ext. 5-5083

### Grantsmanship Workshops

The Sponsored Programs Office offers topical information sessions via workshops and seminars at various times throughout the year. These sessions enable grant seekers to gain a better understanding of the grantsmanship process and provide helpful information regarding how to craft competitive proposals for external funding.

In addition to these formal sessions, faculty are invited to request workshops that address areas of specific interest. Often presented for small groups of two or three faculty colleagues, these customized sessions can be scheduled at the convenience of the attendees.

Contact: Sponsored Programs Office  
Contact person: Stanley Geidel, 5-2022  
Website: <http://www.bsu.edu/spo/>

### RESUBMIT Program

This program aims to increase the number of proposals submitted for reconsideration that were denied funding after a first or second submission and hopes to enhance the probability for ultimate success. RESUBMIT makes funds available to Principal Investigators to promote resubmission of unfunded proposals of \$100,000 (sponsor dollars) or higher; department heads and deans will provide all funds up front, and allowed expenses will be reimbursed from SPO once the proposal is resubmitted to the same sponsor and program. For more information visit:

<http://www.bsu.edu/spo/>

Contact: Sponsored Programs Office  
Contact person: Sarah Lee, ext. 5-5083

### **The Cardinal Fellows Program**

Cardinal Fellows is designed to increase the number of large federal-level proposals submitted from Ball State University on an annual basis. Awards include a course buy-out for fall or spring semester 2011-2012. Following submission of the proposal, Cardinal Fellows receive 1.5 times the amount of SUBMIT funds for extramural-related expenses, in addition to the standard 5% recovered indirect cost distribution to PI. Program guidelines may be found:

<http://www.bsu.edu/spo/>

Next deadline: April 2012

Contact: Sponsored Programs Office

Contact person: Proposal Manager for your department

### **ENHANCE Program**

The purpose of the ENHANCE – Preliminary Federal Proposal Incentive Program is to provide support for faculty members involved in early investigations, the results of which will serve as the bases for a federal grant proposal. This award provides modest support to fund supplies and related expenses needed to acquire preliminary research or other information that will directly impact the development of the proposal, enhance the feasibility of the request, and result in a strong proposal submission. The funds will support up to \$3,000 Supplies, Equipment, Expenses, and Travel (S.E.E.T.) costs associated with garnering preliminary results. For more information visit:

<http://www.bsu.edu/spo/>

Contact: Sponsored Programs Office

Contact person: Departmental Proposal Manager, ext. 5-1600

### **Joseph S. and Marcella W. Hollis Fund**

The Joseph W. and Marcella S. Hollis Fund provides a grant opportunity for research in fields of psychology. Under the terms of the endowment, initial grants will be in support of those striving to initiate research programs, particularly for graduate students and junior faculty members and staff. In particular, support will be provided for purposes of travel, acquisition of supplies, payments to subjects, presentations of work at professional meetings, and the like. Further information can be found at:

<http://www.bsu.edu/About/AdministrativeOffices/SPO>

Campus Deadlines: October 3, 2011; April 2, 2012

Contact: Sponsored Programs Office

Contact Person: Heather Miller, ext. 5-1604

### **Benjamin V. Cohen Peace Fellowship Program**

The Benjamin V. Cohen Peace Fellowship Program was established to further the study and encouragement of world peace. Special emphasis involves innovative approaches on reducing hostilities among groups. Faculty and graduate students are eligible.

Further information can be found at: <http://www.bsu.edu/peacecenter/>

Campus Deadlines: September 19, 2011

Contact: Center for Peace and Conflict Studies

Contact person: Larry Gerstein, ext. 5-8059

## Campus Deadlines

### August 2011

- 1 International Travel Program  
Heather Miller (ext. 5-1604)
- 2 Fulbright Scholar Program  
Justin Miller (ext. 5-5085)

### September 2011

- 1 Australia Centre Director  
James Coffin (ext. 5-5422)
- 1 London Centre Director  
James Coffin (ext. 5-5422)
- 1 Prague Centre Director  
Ray Montagno (ext 5-8195)
- 1 Worcester Centre Director  
James Coffin (ext. 5-5422)
- 2 National Endowment for the Humanities  
(NEH) Summer Stipend  
Justin Miller (ext. 5-5085)
- 19 Benjamin V. Cohen Peace Fellowship  
Larry Gerstein (ext. 5-8059)
- 21 New Faculty Start-up  
Heather Miller (ext. 5-1604)
- 26 Midterm Teaching Feedback Program  
Kathleen Jacobi-Karna (ext. 5-1763)

### October 2011

- 3 Benjamin V. Cohen Peace Travel  
Larry Gerstein (ext. 5-8059)
- 3 International Travel Program  
Heather Miller (ext. 5-1604)
- 3 Joseph S. and Marcella W. Hollis Fund  
Heather Miller (ext. 5-1604)
- 25 Special Assigned Leave with Pay Program  
Department Chair
- 31 Research Grant Program (General Faculty)  
Heather Miller (ext. 5-1604)

### November 2011

- 7 Creative Arts Program (general faculty)  
Heather Miller (ext. 5-1604)

### December 2011

- 1 International Travel Program  
Heather Miller (ext. 5-1604)

### January 2012

- 17 Research Grant Program (junior faculty)  
Heather Miller (ext. 5-1604)
- 19 Creative Teaching Grants  
Gary Pavlechko (ext. 5-1763)
- 20 Virginia B. Ball Center for Creative Inquiry  
Joseph B. Trimmer (287-0117)
- 23 Creative Arts Program (Junior Faculty) Pre-Submission  
Heather Miller (ext. 5-1604)
- 31 Research Grant Program (Junior Faculty)  
Heather Miller (ext. 5-1604)

### February 2012

- 1 Australia Centre Director  
James Coffin (ext. 5-5422)
- 1 London Centre Director  
James Coffin (ext. 5-5422)
- 6 Creative Arts Program (Junior Faculty)  
Heather Miller (ext. 5-1604)
- 13 Mid-Term Teaching Feedback Program  
Gary Pavlechko (ext. 5-1763)
- 15 International Travel Program  
Heather Miller (ext. 5-1604)

## Campus Deadlines Continued

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### April 2012

- 2 Joseph S. and Marcella W. Hollis Fund  
Heather Miller (ext. 5-1604)
- 16 International Travel Program  
Heather Miller (ext. 5-1604)
- Cardinal Fellows Program  
Proposal Manager for your department

### May 2012

- 1 Costa Rica Centre Director  
James Coffin (ext. 5-5422)

### June 2012

- 15 International Travel Program  
Heather Miller (ext. 5-1604)