



FLORIDA A&M UNIVERSITY
**OFFICE OF THE
PROVOST**

FACULTY BOOST FUND

APPLICATION GUIDELINES

Last Revised: Fall 2025

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Overview

The **FAMU Faculty Boost Fund** program is a faculty engagement funding initiative designed to empower early and mid-career faculty at FAMU by enhancing their research capabilities and supporting their journey toward tenure and/or promotion.

This fund allows eligible faculty members to apply for a grant of **up to maximum total of \$2,000**, awarded on a first come, first awarded basis until all program funds are exhausted for the fiscal year.

Eligible faculty may use the funds for allowable critical research activities, such as conference presentations, manuscript preparation, editorial assistance, publication costs, and travel for data collection. Additionally, funds can also be used to support teaching excellence. However, funds cannot be used to supplement salaries or to hire personnel.

Reporting Requirement:

Each awardee must submit a one to two page "Faculty Boost Fund Impact Report" using Times New Roman, 12-point font outlining how the funding supported their research or teaching and contributed to their progress towards tenure and/or promotion. The submission deadline for the report is May 1st of each academic year.

Award Notification:

Applicants **are not authorized** to spend any funds until they receive official award notification from the Office of the Provost. This notification will come in the form of a Memorandum of Understanding (MOU) via DocuSign which must be signed and returned. Any unauthorized funds expended prior to receiving official notification are the responsibility of the applicant and **will not be** paid by the Office of the Provost.

Eligibility Criteria

The Faculty Boost Fund is open to early and mid-career tenure-earning or tenured assistant or associate professors at FAMU. The program is also open to instructors and associate Instructors to enhance teaching excellence. Visiting faculty, Full professors, University Instructors, and adjuncts are not eligible to apply.

Faculty must be full-time FAMU faculty members and be actively pursuing tenure and/or promotion as evidenced by recent teaching or scholarly (professors) activities.

Applicants must not have received a Faculty Boost Fund award in the previous 24 months.

Faculty receiving a Faculty Travel Grant award and also applying for Faculty Boost Fund Grant must describe how the Faculty Boost grant leverages the funding received from the Travel Grant. The proposal must also clearly describe the benefits to the University, if both grants are awarded.

Application Process

Apply online in five simple steps.

The Office of the Provost has simplified the application process using Interfolio to submit all documentation.



ACCESS FACULTY RESOURCES WEBPAGE

Visit provost.famu.edu and click on Faculty Resources



REVIEW FACULTY BOOST FUND RESOURCES

Select Faculty Boost Fund to view available resources.



COMPLETE THE “INTENT TO APPLY” FORM

This form will check basic eligibility requirements before submitting an application via Interfolio.



AWAIT NOTIFICATION TO APPLY

Within 10 business days, you will receive a message notifying you that a “case” is available for you in Interfolio. You are not authorized to expend funds until you receive notification from the Office of the Provost. **You are financially responsible for any funds expended without authorization.**



SUBMIT APPLICATION VIA INTERFOLIO

Log into your Interfolio account to submit your application. You will be asked to complete an official application form.

APPLICATION CHECKLIST

PART A | Application Form

Use Interfolio to complete your application form..

Part A of your application captures the following information:

- ☐ 01 **FAMU Employee ID**
- ☐ 02 **Full Name**
- ☐ 03 **Email Address**
- ☐ 04 **College/School**
- ☐ 05 **Department**
- ☐ 06 **Budget Manager* Name and FAMU Email Address**
- ☐ 07 **Academic Rank****
- ☐ 08 **Tenure Status**
- ☐ 09 **Tenure(d) Year(s)**
- ☐ 10 **Funding Questions*****
 - a Have you received a Faculty Boost Fund Grant in the last 36 months?
 - b Have you received funding support from your college/school/department in the last two years?

* The Budget Manager is the individual in your unit who will submit your purchasing/travel requests.

** Visiting, full professors, university instructors, or adjuncts are ineligible.

APPLICATION CHECKLIST

PART B | Research Proposal

Use Interfolio to submit Parts A&B of your official application.

Part B of your application captures the following information:

- ☐ **01 Project Title and Abstract**
Summarize your research or teaching agenda, its objectives, and anticipated impact (200 words max)
- ☐ **02 Proposal/Paper Details***
 - a** Discuss the design and aims of the project and how the funds will advance those aims.
 - b** Discuss the significance of the topic and the project's contribution to your goal to be tenured and/or promoted.
 - c** If awarded a Faculty Travel Grant, describe the relationship between the two projects and benefits to the University for funding both.
- ☐ **03 Budget with Justification**
Provide a budget justification summary detailing how the funds will be allocated with an itemized line-item breakdown of expenses (e.g., travel, editorial support).
- ☐ **04 Updated Curriculum Vitae (CV)**
Include an updated CV with your application.
- ☐ **05 Acceptance Letter and Paper/Manuscript**
If attending a conference or had a paper accepted for publication, please provide the acceptance letter and a copy of the paper of manuscript.

* The proposal/paper must be double-spaced and typed in 12-point Times New Roman font.

Contact Us

For more information about funding opportunities available through the FAMU Office of the Provost, visit <https://provost.famu.edu> or email academic.affairs@famu.edu

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Provost Communications



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