
System Instruction

Professional Development Continuing Dental and Medical Education Support

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For help, questions or comments about the system, please contact:

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A. Introduction

Weblink:

<https://filemaker-applications.dentalmedicine.uconn.edu/fundsupport/>

Purpose:

Article 16 of the [Collective Bargaining Agreement between AAUP and UConn Health](#) provides for two types of faculty professional development funding. Section 16.1 provides funds for junior faculty and Section 16.3 provides Continuing Dental and Medical Education funds.

This application is designed for faculty from both school of Dental Medicine and Medicine requesting either or both the following funds:

A. Section 16.1 Junior Faculty Professional Development Funds

- Up to \$500.00 annually

Available for academic or professional purposes, following the guidelines of the funding source identified by Chair/Type II Center Director and the Dean of the School.

Eligibility:

1. Faculty at the rank of Instructor or Assistant Professor
2. During the first five years of their employment or until their promotion to a senior rank, whichever comes first.

B. Section 16.3 Continuing Dental and Medical Education Support (CDME Professional Development Fund)

- Up to \$1000.00 annually

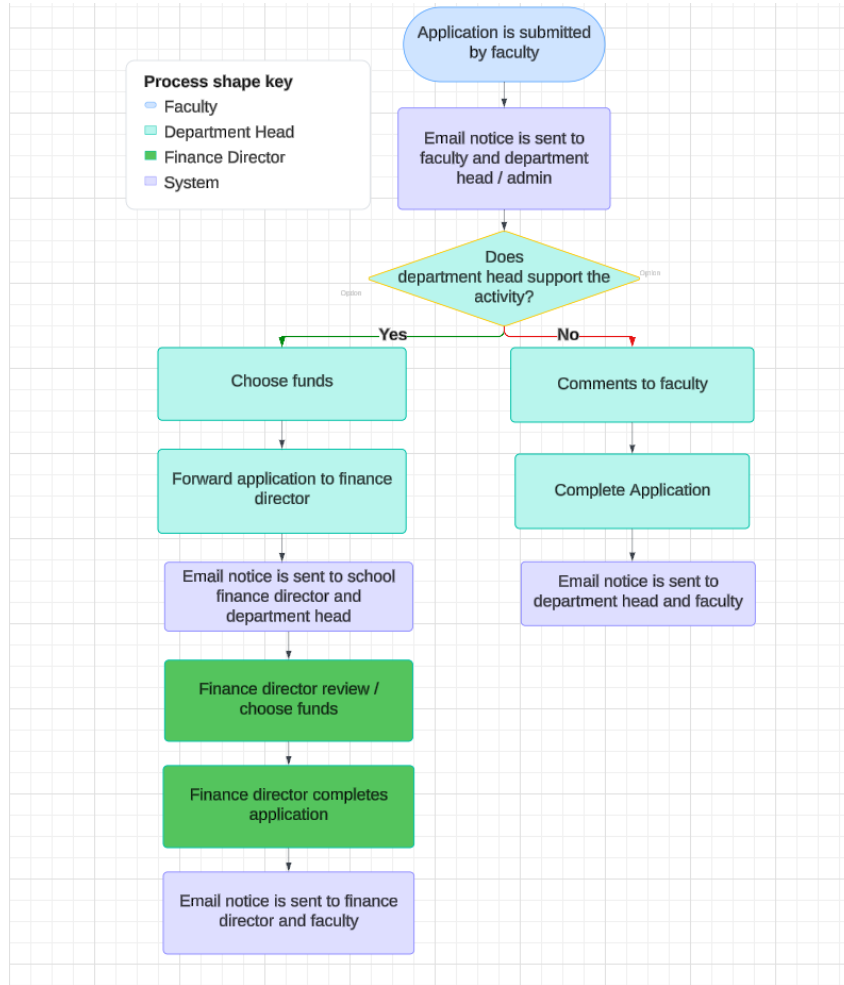
Available on first come first serve basis

Eligibility:

1. Faculty of any rank
2. The faculty member must have no available funding in individual accounts (academic enhancement accounts), department, or grant funds (DCAA)
3. CDME Professional Development funds are available in that fiscal year

More details, please see AAUP Collective Bargaining Agreement: Article 16 - Professional Development.

Process Flowchart



Application Status

Pending: Awaiting Submission

Submitted: Application Submitted.

Processing: Under School Finance Director Review.

Completed: Application Approved / Denied

Cancelled: Application Cancelled

B. Faculty Initiates New Application

1. **Start a New Application:** Click on the button labeled "Start New Application."
2. **Enter Faculty Email:** Enter the UConn Health email address.
3. **Verify Your Email:**
 - Check your email for a verification code.
 - Enter the code in the provided field.
 - Click "Continue".

4. **Faculty Information:**
 - Review the faculty information. Correct any inaccuracies.
 - If you lack sufficient fund to support activity, select "No."
 - Click "Check Funds" to view the available funding.
 - If the Banner ID and Organization Code are blank, please fill them in.
 - Click "Continue"

5. **Enter the activity information:**

Required Fields:

- Start Date, End Date, Title, Destination, Participation Level
- Apply: Select "Yes" or "No" for "Apply." for the eligible request.
- Requested: Enter the desired funding amount.

Optional Fields:

- Web Link
- Attachment

6. **Submit Application:**
 - Review and confirm all details.
 - Click on "Submit" to finalize your request.
 - Your application status will change to "Submitted".
7. **Save Application:** Click "Download PDF" to save a copy of your submitted application.
8. **Edit Application:** Click "Edit" to make changes to your application.
9. **Notification:** Upon submission, the applicant, department head and administrator will receive a notification email.

C. Department Chair / Center Director /Administrator

Review

1. Receive the application notice
2. Click on the link in the email
3. Application Detail
 - Tab A: Faculty Info, including faculty funds
 - Tab B: Activity Info, including faculty application history
 - Tab C: Department Chair / Center Director

- **Do you support this activity?**

Choose: “No”

- Fill out “**Comments to Faculty**”
- Click on button: “**Complete**” on the top. Application status is changed to “Completed.”
- Department head / faculty will receive email notice.

The process is completed.

If choose: “Yes”

If the fund is listed:

Choose the fund used as Professional Fund / CDME Fund:

Click on link: “[Use as Professional Fund](#)” or “[Use as CDME Fund](#)”

If the fund is not listed:

Manually input the Fund / Organization / Program information

Check the **Allocated Amount**

Fill out: **Comments to Finance Director** if necessary

If there is no department fund to use:

Fund by: choose “[Dean’s Fund](#)”, leave Fund / Org / Prg and amount empty

4. Forward the application to school Finance Director

Click on button: “To Finance Director” on the top. Application status is changed to “Processing”.

5. Finance Director and Department head will receive email notice.

D. School Finance Director Review

1. Receive email notice.
2. Click on the link in the email.
3. Application Detail

Tab A: Faculty Info, including faculty funds

Tab B: Activity Info, including faculty application history

Tab C: Finance Director

If the fund is listed:

Choose the fund used as Professional Fund / CDME Fund:

Click on link: "Use as Professional Fund" or "Use as CDME Fund"

If the fund is not listed:

Manually input the Fund / Organization / Program information

Check the **Allocated Amount**

Fill out: **Comments to faculty** if necessary.

Click on button: "**Complete**" on the top. Application status is changed to "Completed".

4. Finance Director and faculty will receive email notice.