

SKIDMORE COLLEGE
PRESIDENTIAL DISCRETIONARY FUND*(PDF)

Guidelines & Application for Faculty Members

The Presidential Discretionary Fund (PDF) provides funding to support projects that, as determined by the President, are designed to sustain institutional vitality and self-renewal. Allocations are made separately from the regular budget process. Proposals related to faculty and curricular development are especially welcome. The following guidelines pertain to the application process.

- 1) PDF support is only available for Skidmore College related projects. It cannot be used to fund programs or projects not directly related to the College.
 - 2) Consistent with the College's fundamental mission as an educational institution and language in the documents creating the PDF that highlights faculty and curricular development, the President will consider each year a lump-sum award to the Vice President for Academic Affairs (DOF/VPAA). The DOF/VPAA may confer with the Dean of Special Programs, or others as appropriate to determine what projects to fund with this allocation.
 - a. In light of this provision, faculty members seeking PDF funds should apply first to the Office of the DOF/VPAA. In the case of cross-divisional project proposals or proposals seeking substantial funds, the DOF/VPAA may refer the application to the Office of the President for consideration.
 - b. In general, PDF support is available for first-time initiatives. At his/her discretion, the President or the DOF/VPAA may fund multi-year initiatives, or extensions of initiatives proposed by the same individual(s) or group(s) in consecutive years.
 - c. In general, PDF support is not available to fund salary or capital purchases or projects. At his/her discretion, the President or the DOF/VPAA may fund compensation in limited ways (e.g., start-up salary, partial release time, or sabbatical support) or capital purchases or projects that would contribute in a unique way to institutional vitality or self-renewal.
 - 3) The applicant must complete all asterisked areas of the below application and submit the completed application along with all supporting materials, including a detailed budget of expenses, to the Office of the Dean of the Faculty/DOF/VPAA. You will receive written notification of the decision. If approved, a copy of the application with pertinent accounting information will be returned to you.
 - 4) An account number will be assigned to be used in accessing the awarded funds. Requests for any payments must be submitted **via oracle by the applicant/department**. Office of the DOF/VPAA nor the President's Office is responsible for submitting invoices or processing expense reports for payment.
 - 5) The recipient of each PDF award shall be responsible for expending funds consistent with the stated purpose of the application and in accordance with College policies and guidelines for expense reimbursement. No funds may be expended to support a project for which PDF funds are being sought until the applicant receives written approval from the President's Office or the DOF/VPAA.
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cc: _____

<p>SKIDMORE COLLEGE PRESIDENTIAL DISCRETIONARY FUND* (PDF) Application - Faculty Members</p>

**Date: _____

**Amount of Application: _____

**Requested by: (Group or Office): _____

**Faculty/Staff Contact: _____

**Extension: _____ **Email Address: _____

**Person(s) Authorized to approve expended funds: _____

**Staff person responsible for processing expenditures: _____

**Description/Purpose: _____

Please attach all supporting materials, including a detailed budget of expenses.

To be completed by DOF/VPAA's Office:

DOF/VPAA's approval Signature: _____

PDF Account Number Assigned: _____

Supporting Materials Attached

Date Forwarded to Financial Services: _____ Processed by

(DOF/VPAA Office Staff Member): _____

** The Presidential Discretionary Fund was established in 1981 with the generous support of the William and Flora Hewlett Foundation, the Andrew W. Mellon Foundation, and private donors to Skidmore College.*