The CDM Junior Faculty Development Fund provides financial support to junior full-time faculty members for individual career advancement. The fund was developed to assist Instructor/Assistant Professor level faculty with pursuing activities that will enhance their professional development and support them in their responsibilities and role at CDM. The Junior Faculty Development Fund will typically have $15,000 to $20,000 available each year, and is designed to provide support when Divisions/Sections are unable, or only partially able, to fund these activities. Combining funding sources is encouraged (see page 2 of the application form).

Eligibility and Fundable Activities

All CDM full-time Instructor/Assistant Professor level faculty members are eligible to apply. Only activities that promote faculty development geared to the enhancement of an individual’s skills, knowledge and ability to teach or perform other administrative, service, or research duties at CDM will be eligible. Two important elements will be taken into consideration: a) the activity must be described in detail, and b) the expected impact on the individual must be clearly explained. The application, therefore, should include as much detail as possible about the activity and how it will support the applicant’s goals.

Examples of activities that can be supported are training programs, workshops, online courses, webinars, enrichment conferences, etc. that will enhance professional development and support a faculty member’s role and responsibilities at CDM. This fund can support general research training (e.g., attending a seminar in clinical or educational research methodology, or a workshop on research writing etc.), but will not support pilot/seed funding for actual research projects; the latter will be funded by a separate (soon to be announced) initiative at CDM.

Funding Distribution and Application Submission Deadlines

Each individual award will be up to $2,000.

Funds will be distributed twice a year for activities that take place within the following timeframes/cycles:

- **Cycle 1:** July 1st - December 31st, 2015 (Application deadline: November 1st, 2015)
- **Cycle 2:** January 1st - June 30th, 2016 (Application deadline: March 15th, 2016)

For activities completed prior to the application deadline, but within the timeframe indicated for that cycle, the fund will work retrospectively (as a reimbursement tool).
**Application Process**

Complete the application form attached (*please type information requested, use only designated space, and include appropriate signatures*). Please attach information from the sponsoring organization (and/or include an active hyperlink) that clarifies the nature of the workshop or seminar, etc. If attending a conference for enrichment, specify as clearly as possible what activities you expect to attend while at the conference, and provide descriptions of these activities from the sponsoring organization.

Email application form and any attachments as a *single pdf document* to cdmfacultydevelopment@cumc.columbia.edu by one of the 2 deadlines provided above, using “CDM Junior Faculty Development Fund” as the subject line.

**Decisions**

Decisions will be made based on the merit of the application, judged by an *ad hoc* panel of senior faculty members. Applicants will be notified about their applications’ standing 4-6 weeks after the submission deadline. If funding is received, all standard University travel and expense guidelines will need to be followed.