

# Submitting a faculty development funding Workday/SharePoint application

## ACCESSING THE FORM:

**Chrome** is the best browser option for all Workday forms. Other browsers will cause errors and lost information.

<https://hub.fhsu.edu/sites/workflow/AcademicAffairs/Pages/Default.aspx> (TigerNetID required)



- OR -

- 1) In Workday, select the *External Resources* icon. Select *Workflows & Web Forms*
- 2) Scroll to *Academic Affairs Workflows*,
- 3) Select *Faculty Development Funding Form*
- 4) + Add document (bottom of FDF workflow page)

## COMPLETING THE FORM:

View FDF definitions, criteria, and procedures at [https://www.fhsu.edu/academic/provost/faculty\\_dev\\_fund/index](https://www.fhsu.edu/academic/provost/faculty_dev_fund/index) or using the link at the top of the form.

**Fields containing a red asterisk\* are required.** The form **will not save or submit** until information is entered in **all** these areas, including the approvers and the administrative assistant lines.

Note that *a minimum of two responses is required in #4*. Relevance to University Goals, Outcomes, and Strategies.

“SAVE AND EXIT” to close your form and return later: **ALL required (\*) fields must have something entered BEFORE exiting** (“Save and Exit” button). Enter *placeholder text* in these fields until you are ready to return and complete/submit the form. Please note the **“Close” button does NOT save entered or changed information.**

**Complete and detailed** responses assist committee review and probability of full funding (within limit).

*Projected Expenses* - Information may be entered into all cells except *Requested* and *Total Expenses*, which calculate as you tab through the cells.

Projected Expenses (detailed budget)				
	Details	Amount	Less Shared amount w/another individual	Requested
Registration / Workshop Fee				\$0.00

*Total Requested from Faculty Development Fund* automatically subtracts other support from *Total Expenses* and is not editable. If you wish to request less than it shows, this may be indicated in *Projected Expenses Comments*.

*Additional Explanation if needed* is for the applicant’s use.

## Approver list:

Leave Approver 1 blank **unless** you are submitting for another individual, such as an administrative assistant submitting for an applicant. **Approver 2 is always the chair** (including when applicant is the chair) and **Approver 3 is always the dean.**

## Administrative Assistant access:

Add your department and college administrative assistants as directed to aid in processing any approved funding. **These fields are required.**

**SAVE & EXIT** (bottom of form) if not ready to submit. **All required fields must have something entered before exiting.** Enter placeholder text in these fields until you are ready to return and complete/submit the form. Please be aware that **the "Close" button does NOT save entered or changed information.**

### Warning

The form cannot be submitted because it contains validation errors. Errors are marked with either a red asterisk (required fields) or a red, dashed border (invalid values). Field or group: my:Department Error: Cannot be blank

If you receive a warning message when saving or submitting, click OK to return to the form, complete the indicated field, and check remaining form for any empty required (\*) fields.

Click **OK** to resume filling out the form. You may want to check your form data for errors.

**SUBMIT:** Click on the submit button to begin review cycle. See above if an error message appears.

### AFTER SUBMISSION:

Approvers will be notified by email that a form is ready for their review.

Chair and dean may add amounts in the *Less support* boxes within the *Projected Expenses* section.

An approver comment area will be visible at the bottom of the form as it arrives at each approver. Chair and dean comments in these fields **are required**. Type comments then press tab or enter prior to approving.

Workflow forms may be approved or denied, but **cannot** be "sent back" for editing. Approvers, please contact the submitter when the intention is a correction instead of resubmitting.

If you notice an error or omission of information after submitting, contact the next approver to edit. Janet Kohl in the Provost Office may also edit the form for you. All previous reviewing parties should be notified of major edits.

Check the status of your application at any time by returning to the Workday Workflow forms. This is highly **\*recommended\*** to ensure the form proceeds electronically in a timely manner.

College Or Unit	Classification	Workflow Status	Form Date↑	Submitted By
Forsyth Library	Non Tenure	Pending Approval from Deborah Ludwig	1/8/2020	[REDACTED]
College of Health and Behavioral Sciences	Tenure Track	Pending Approval from Faculty Development Funding Committee Group	1/8/2020	[REDACTED]
College of Arts, Humanities, and Sciences	International - teaching	Pending Approval from Paul Faber	1/8/2020	[REDACTED]

If you have any questions or would like assistance completing the form, please contact Janet Kohl in the Provost's Office by email or phone (4207).