

**Texas Extension Specialists Association  
Request for Proposals  
2017 Professional Development Award**



The Texas Extension Specialists Association (TESA) requests proposals from Members for monetary professional development awards. Awards may be applied toward professional development training, development of educational materials or curricula, acquisition and application of new technology, hiring of staff and other expenses germane to the Members' work.

**Objective:** To provide support to Texas Extension Specialists Association Members for efforts furthering their work and fostering excellence.

**Qualification:** Any Member in good standing for 2 years prior to the date of application may submit a proposal. Note: the TESA membership year is January 1 – December 31.

**Award:** The maximum amount awarded will be \$2,500.00. There is no limit to the number of awards that may be given in a particular funding cycle; however, a Member may receive only one award per cycle. Awards will be for a period of 12 months, after which unexpended funds shall be returned to TESA.

**Proposal:** Each proposal should clearly demonstrate how the award will be used and how its use will benefit the work of the Member, TESA, and Texas A&M AgriLife Extension Service and/or Prairie View A&M University Cooperative Extension Program. Proposals should be a maximum of three pages, including a cover letter, and include

1. Member's name, job title, department/unit, mailing address, phone number, and email address
2. Program background/description
3. How the award will be used to further the Member's work
4. Rationale/justification for the funds
5. Detailed budget and budget narrative

Proposals should be submitted in electronic form to Angela McCorkle ([Armccorkle@ag.tamu.edu](mailto:Armccorkle@ag.tamu.edu)) by 5:00 p.m., Wednesday, May 24<sup>th</sup>, 2017. Paper submissions will not be considered.

Proposals will be considered by the TESA Professional Development Awards Committee, which will recommend awardee(s) to the TESA President. The Committee is not required to recommend awardee(s) – its decisions will be based upon assessment and thorough consideration of the proposals.

**Timeline:** The Professional Development Awards Committee will make recommendations to the TESA President prior to the TESA board meeting. The President, with the approval of the Board, will notify the awardee(s) and present the award(s) following the board meeting. An award account will be set up through Texas A&M AgriLife Sponsored Research Services or like entity at the discretion of the President and Board. Awards will be for a period of 12 months. TESA may consider a no-cost extension of funds on an individual basis.

**Report:** Awardee(s) will submit a final report of their efforts and a final accounting of funds not to exceed two pages to the TESA President. Awardee(s) is/are expected to present a report on their project during the next TESA Annual Meeting following the award.