

Professional Enrichment and Growth (PEG) Grant Application

AI and Digital Literacy

Academic Year 2025/2026

Funding Available: Up to \$5,000 per grant

Eligibility: Faculty at the rank of Instructor, Assistant Professor, Associate Professor, or Professor of the School of Medicine and School of Health Professions

Application Requirements

Please submit a **typed** application that includes the following components:

1. Cover Sheet

Include your name, title, department, contact information, and the title of your proposed activity.

2. Checklist

Use the provided checklist to ensure all required documents are included in your application.

3. Detailed Proposal (maximum 3 pages)

A. Detailed Description of Proposed Activity

- Provide a comprehensive description of the AI or digital literacy activity you plan to engage in
- Specify where and when the activity will take place
- Identify any collaborators or institutions you will be working with
- Explain how this activity aligns with institutional goals for digital innovation
- Note: **The activity must be completed during the 2025/2026 academic year**

B. Future Goals

- Describe your 3-year **academic and professional** goals
- Explain specifically how this AI/digital literacy experience will advance these goals
- Detail how the knowledge and skills gained will be applied in your teaching, research, or clinical practice
- Outline any plans to share or disseminate what you learn with colleagues or students

C. Budget

- **Be as specific as possible** in detailing how the grant money (up to \$5,000) will be spent
- Itemize all anticipated expenses (registration fees, travel costs, accommodation, materials, etc.)
- Note that University per diem meal/travel allowances will be used for applicable expenses
- **Not covered:** Salary support, costs covered by existing grants, professional dues/memberships

4. Supporting Documents

- **Updated curriculum vitae**
- **Letter of support from Department Chair** that:

- Indicates support for the proposed activity
 - Discusses how the activity will enhance your career and benefit the department/institution
 - Identifies any activities from which you will be released during your involvement (if applicable)
- **Letter of support from the receiving institution** (if applicable)
- **Brochure or documentation of course/conference** (if applicable)
- **Previous PEG grant report** (if you have received PEG funding in the past):
 - Brief description of the previously funded activity (one-page limit)
 - Explanation of how it benefitted your work with EVMS

Submission Process

- **Deadline:** May 27, 2025 – 5pm
- **Format:** Combined PDF document ordered according to the checklist
- **Submit to:** brocusrd@evms.edu

Important Notes

- Faculty awarded a PEG Grant within the last two academic years (2023/24 and 2024/25) are not eligible
- Applicants who previously applied but were not awarded a grant are encouraged to reapply
- Review of applications by PEG Review Committee will be completed by June 23, 2025
- Final award decisions will be announced June 30, 2025
- A post-activity report (2-page limit) must be submitted within 30 days of completing the funded activity

Avoiding Common Application Pitfalls

- Submit your complete application before the deadline
- Ensure your proposal is well-written and free of grammatical errors
- Clearly articulate how the AI/digital literacy activity will contribute to your career advancement
- Demonstrate how you will apply the learning experience or new skills upon your return
- Provide a detailed and reasonable budget

AI and Digital Literacy

**Professional Enrichment and Growth Grant 2025-2026
Cover Sheet**

Name:

Department:

Academic Rank:

Email Address:

Professional Enrichment and Growth Grant Checklist
Proposals for Academic Year 2025-2026

AI and Digital Literacy

- _____ Description of Proposed Activity
- _____ Future Goals
- _____ Budget
- _____ Curriculum Vitae
- _____ Letter of Support, Department Chair
- _____ Letter of Support, Receiving Institution (if applicable)
- _____ Brochure of Conference/Course (if applicable)