

## **Passer Portfolio Committee**

**Mission:** This Fund was established by a generous donation of Dorothy and Moses Passer. Moses (Mike) Passer was for many years the head of the ACS Education Division. The Fund grants for teachers at two- and four-year colleges or universities that do not have any advanced degree programs in the chemical sciences.

**Vision:** The vision of the Passers is to provide support for faculty in small programs and who are somewhat isolated from others in their discipline. Eligible activities include professional development activities such as workshops related to enhancement of teaching skills that take the applicant away from his/her home institution.

**Responsibilities:** An appointed committee reviews applications three times a year. Notification will occur within six weeks of the closing date. Closing dates: January 1; April 1; September 1 of each year.

**Timetable:** After the chair receives the applications for each term, the applications are forwarded by email to all voting committee members.

A timeline of about 2-3 weeks is set for review.

The committee members discuss and comment by email using “reply all”. The chair does not typically interact unless there is a question on criteria.

After the designated deadline, the chair tabulates the committee’s decision, informs the committee members of the results, and notifies the applicants of the committee’s decision.

**Distributions of Funds:** Approved funds will be distributed by the Treasurer of the Division of Chemical Education upon receiving expense report and receipts from the awardee. Funds are not distributed prior to travel.

## Steps and Requirements for Applicants:

1. *All applicants must have been registered and authenticated as members of the Division of Chemical Education (though not necessarily the American Chemical Society) at least 60 days prior to applying for the grant.*
2. *Awards will be to individuals not groups or institutions. An individual is eligible to receive only one award in any two-year period.*
3. *The individual **must** teach chemistry or chemical technology as a full-time faculty member at an undergraduate 2- or 4-year United States college that does not have a graduate program in the chemical sciences.*
4. *The continuing education activity must be directly related to the applicant's teaching and must take the applicant away from his/her campus.*
5. *Awards are to be used for activities which could include, but are not limited to, ACS short courses, advanced courses at a nearby college or university, workshops at colleges or universities.*
  - ***Please note:** This fund does not support registration for attendance at national, regional, or local meetings, research grants, curriculum development projects, sabbatical leave expenses, purchase of equipment, organizing workshops, or travel unrelated to an educational pursuit.*
6. *A successful application must include:*
  - *A brief description of the applicant's institution and department.*
  - *A description of the proposed activity and how it relates to his/her teaching; dates; locations; titles; and contacts.*
  - *A short curriculum vita.*
  - *Itemized estimated expenses, amount of aid requested, and sources of supplemental funds.*

## **Timeline & Important Dates:**

- **January:** Application window closes January 1 and applications are reviewed.
- **February:** Applicants are notified of the committee's decision.
- **April:** Application window closes April 1 and applications are reviewed.
- **May:** Applicants are notified of the committee's decision.
- **September:** Application window closes September 1 and applications are reviewed.
- **October:** Applicants are notified of the committee's decision.
- **December:** If any changes to the operations of the committee are made, updates to the operations manual should be sent to the Executive Committee's Member at Large by early December. Any changes will be submitted to the Division secretary before the end of December so that edits can be recorded on the DivCHED website.