

Faculty Development Fund Application

College of Education and Professional Development  
The COEPD maintains a Faculty Development Fund for use by faculty for professional

development activities. The Fund is administered through the Office of the Dean.

This form is to be used to apply for funds from the Faculty Development Fund. Funding up to a maximum per request of $2,000.00 is available to both full- and part-time faculty. Funding up to a maximum of $500.00 is available to support doctoral student conference papers/presentations when papers/presentations are joint endeavors with faculty.

Requests for by the appropriate Program Director prior to being submitted to the Dean. Proposals should be submitted at least eight weeks in advance of the anticipated development activity funding must be submitted to the Office of the Dean. All requests must be reviewed and approved, project, or event.

Please complete the form, providing the detailed information as requested. If additional

space is needed attach supplemental pages. If you have any questions, please contact the Office of the Dean.

1. **Applicant Information:**

|  |  |
| --- | --- |
| Faculty Name |  |
| Program Area |  |
| Faculty Rank/Title |  |
| Work Telephone |  |
| Attending  (Spell Out) |  |
| Date of Conference |  |
| Location  (City & State) |  |
| Travel Dates  Depart & Return |  |

**Definition of Project/Activity**

1. **Briefly describe the type of development activity to be undertaken.**
2. **Summarize the development needs that this project/activity addresses and state how this project meets these needs.**

1. **Explain how this activity fits into your overall faculty development plan.**
2. **What are the anticipated outcomes, both short and long term, of participating in this activity?**
3. **How will this activity be evaluated?**

**3. Time Frame**

|  |  |
| --- | --- |
| Departing Date |  |
| Returning Date |  |

**4. Request Budget**

Please provide accurate and detailed cost information in this document. Provide a breakdown for each category, where applicable. (Provide copies of acceptance letters, conference/workshop agendas and fee requirements)

|  |  |
| --- | --- |
| Registration fees, workshop costs, tuition cost, etc. | $ |
| Travel Costs (airfare) | $ |
| Associated travel costs (tolls, parking, etc.) |  |
| Lodging Costs (hotels, etc.)  Number of Nights: Per Night: $ | $ |
| Meals  Number of Days: Per Day: $ | $ |
| Other Costs (Specify) | $ |
| **Total Expenses** | $ |
| If you are receiving funding from other sources for this activity/project please specify source and amount. **Amount** |  |
| **Source:**  **Less funding from other sources** |  |
| **Total Funding Requested** | $ |

In accepting funding from the Fund for Faculty Development, I agree to provide the Dean a report on these activities within one month of the completion of the funded activity. I also understand that all unencumbered funds will revert to the Faculty Development Fund upon completion of the project.

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| --- | --- |
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|  |  |
| --- | --- |
| [ ] Recommended for Funding  [ ] Not Recommended for Funding  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |
| --- | --- |
| [ ] Recommended for Funding  [ ] Not Recommended for Funding  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  COEPD Dean | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

**Comments:**

Updated: 10/1/13