Faculty Development Fund Application
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 funding must be submitted to the Office of the Dean. All requests must be reviewed and approved by the appropriate Program Director prior to being submitted to the Dean. Proposals should be submitted <u>at least eight weeks</u> in advance of the anticipated development activity, 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 (ext. 61992).

1. **Applicant Information:**

Faculty Name	
Program Area	
Faculty Rank/Title	
Work Telephone	
Conference Title	
Location (City and State)	
Date of Event	

2. **Definition of Project/Activity**

a. **Briefly describe the type of development activity to be undertaken.**

b. **Summarize the development needs that this project/activity addresses and state how this project meets these needs.**

c. **Explain how this activity fits into your overall faculty development plan**.

d. **What are the anticipated outcomes, both short and long term, of participating in this activity?**

e. How will this activity be evaluated?

3.   Time Frame

Starting Date	
Ending 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.) _____ days @ $_____	
Meals _____ days @ $_____	
Other Costs (Specify)	
Total Expenses	
If you are receiving funding from other sources for this activity/project please specify source and amount. **Source:** **Amount:**	
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.

_____ Signature of Applicant	_____ Date

[ ] Recommended for Funding [ ] Not Recommended for Funding _____ Program Director	 _____ Date

[ ] Recommended for Funding [ ] Not Recommended for Funding _____ COEPD Dean	 _____ Date

Comments:

Updated: 5/28/13