



Faculty Development Fund Application Graduate School of Education & Professional Development

The GSEPD 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 at least eight weeks in advance of the anticipated development activity, project, or event.

Please complete the form, providing the detailed information as requested. If additional spaced is needed, attach supplemental pages. If you have any questions, please contact the Office of the Dean.

1. Applicant Information

Faculty Name:

Program:

Faculty Rank/Title:

Work Telephone:

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:

Other time considerations, if any:

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 costs, etc. _____

Travel Costs (airline, mileage if driving, rail, etc.) _____

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. **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.

Signature of Applicant Date

* Recommended for Funding _____
* Not Recommended for Funding Program Director Date

Comments:

* Recommended for Funding _____
* Not Recommended for Funding Dean, GSEPD Date

Comments:

7/10/03