



## Faculty Development Fund Application Graduate School of Education and 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 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	



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)	
<b>Total Expenses</b>	
If you are receiving funding from other sources for this activity/project please specify source and amount. <b>Source:</b> <b>Amount:</b>	
<b>Total Funding Requested</b>	

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.

<hr/> Signature of Applicant	<hr/> Date
------------------------------	------------

<input type="checkbox"/> Recommended for Funding <input type="checkbox"/> Not Recommended for Funding	
<hr/> Program Director	<hr/> Date

<input type="checkbox"/> Recommended for Funding <input type="checkbox"/> Not Recommended for Funding	
<hr/> GSEPD Dean	<hr/> Date

Comments:

Updated: 7/14/11