



Faculty Development Fund Request

College of Education and Professional Development

The CoEPD maintains a Faculty Development Fund for use by faculty for professional development activities involving out-of-state travel. The Fund is administered through the Office of the Dean.

Travel supported by this fund must fall in one of the following categories:

1. To make an accepted presentation, preferably of a scholarly paper (the letter of acceptance must be included with the application for funding)
2. To accompany students who are involved in scholarly presentations
3. At the request of the dean

Activities that fall outside of these categories may be approved by the dean on a case-by-case basis. Special consideration will be given to probationary faculty.

When traveling to conferences, the faculty member should plan to be involved in the conference beyond the scope of his/her presentation.

This form must be submitted to the dean's office NO LATER than 4 weeks in advance of the anticipated travel. This time period is critical for all necessary authorizations for out-of-state travel. (International Travel must be submitted at least 8 weeks in advance of travel). Funding up to a maximum per request of \$2,000.00 is available to full-time faculty, with an academic year maximum of \$4000.00 total. Funding for travel is based on the availability of funds. Requests for funding must be approved by the appropriate Program Director prior to being submitted to the Dean.

It is the responsibility of the traveler to be aware of all travel rules and regulations.

<http://www.marshall.edu/finance/travel/> Expenses incurred outside the policy will be non-reimbursable.

Upon returning from the activity the faculty member will be expected to make a presentation to faculty in an approved venue (e.g. Brown Bag lunch, program meeting, college wide meeting, university meeting, Technology Users Group meeting). Further out-of-state travel will not be approved until this requirement is met.

In-state travel

Funds for in-state travel are available at the discretion of the individual program area. Reimbursement will be done based on university travel regulations, with paperwork processed by the individual designated for the program area. The Faculty Development Fund form will also be used to help document the use of funding for scholarship and professional development.

Please check one:

- ☐ In state travel
☐ Out of state travel

Faculty Development Fund Request

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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	
Departing	
Returning	
If this time period includes personal travel time (non-reimbursable), please explain:	

Please check travel regulations carefully before scheduling:

<http://www.marshall.edu/finance/travel/> Expenses incurred outside the policy will be non-reimbursable.

2. Definition of Project/Activity

a. Indicate the type of development activity to be undertaken.

☐ To make an accepted presentation, preferably of a scholarly paper **(the letter of acceptance MUST be included with the application for funding)**

☐ To accompany students who are involved in scholarly presentations (please list students)

☐ At the request of the dean

☐ Other : Provide justification

Note: In-state travel is less restricted, but should still address needs of students, programs and/or faculty.

b. Summarize your anticipated participation in this activity. Are there specific issues or goals you have for your experience?

c. How do you plan to share your experiences and information upon returning from this experience? Please be as specific as possible.
Further out-of-state travel will not be approved until this requirement is met.

3. 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, car rental, mileage)	\$
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.	
Less funding from other sources	\$
Total Funding Requested	\$

In accepting funding, I agree to:

- 1) Participate fully in the activity, taking advantage of the opportunity to learn and network with other attendees.
- 2) Represent the university in a responsible and ethical manner.
- 3) Carefully adhere to the travel policies.
- 4) Upon return, share the information attained in an appropriate venue.

I understand that all unencumbered funds will revert to the Faculty Development Fund upon completion of the project.

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Signature of Applicant	Date

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

<input type="checkbox"/> Recommended for Funding	
<input type="checkbox"/> Not Recommended for Funding	
<hr/>	<hr/>
CoEPD Dean <i>(Dean's recommendation is not required for in state travel, but a copy of this application should be forwarded to the dean's office for documentation of development funding use.)</i>	Date

Comments:

Updated: 9/22/16