

Appendix H: Application for Supplemental Funding Faculty Professional Development

A faculty member may submit an application for supplemental funding if he/she has been selected to give a refereed/peer-reviewed presentation or a juried exhibition/performance. The application form and its supporting materials are to be routed in advance of the event to the Department Chair/Director, Dean, and Provost.

Faculty Information

Name: _____
Last First MI

Department/School: _____ Campus Address: _____

E-mail Address: _____ Campus Phone: _____ Date of

Initial Full-Time Status: _____ Tenured Not tenured

Summary of Professional Development Activity

Title of Activity, e.g. conference: _____

Sponsoring Organization: _____

Level of Organization: State Regional National International

Location of Activity: _____ Dates: _____

Reason for Attendance

Meeting Presentation: Paper Poster Other _____

Title of Presentation: _____

*Type of Selection: Refereed Juried Exhibition/Performance

*Refereed publications and juried exhibitions/performances are those that are peer reviewed, i.e. competitively judged and selected by your peers.

Documentation Required:

1. A copy of the acceptance notification or event program.
2. An abstract of the presentation.

Estimated Expenses

Registration: _____ Transportation: _____

Meals: _____ Lodging: _____

Other: _____ **TOTAL:** _____

Sources of Funding

| | Amount Requested | Amount Approved | Date |
|-----------------------|-------------------------|------------------------|-------------|
| Department/ School | _____ | _____ | |
| College | _____ | _____ | |
| Provost | _____ | _____ | |
| Other | _____ | _____ | |

Required Signatures:

The information above is complete and accurate and the required documentation is attached.

Faculty Member: _____ Date: _____

Chair/Director: _____ Date: _____

Dean: _____

Date: _____

Provost: _____

Date: _____

The form must be complete, include all required signatures, and be submitted either in hard copy or electronically with the specified supporting documentation. Submissions are to be routed from the faculty member to the Department Chair/School Director, Dean, and Provost.

Original receipts are required for reimbursement of expenses. All receipts and travel expense forms must be submitted within ten days of the completion of travel.