



FACULTY APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS (2/12)

Requests for funded participation must be received by **March 19, 2012** in order to be considered.*

Date _____

Name of Applicant _____

Title _____ GSC Department _____

Category of Activity:

_____ Professional Meeting _____ Conference _____ Workshop _____ Other

Description of Activity:

Title of meeting, conference or event _____

Date _____ Location _____

If presenting, title of paper, presentation or performance, and authors _____

If serving as board member or society officer, function at meeting _____

Briefly describe the type of development activity to be undertaken _____

Impact of activity on applicant's professional development:

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

Budget breakdown: Please provide accurate and detailed cost information in this document.

Provide a breakdown for each category, where applicable.

Registration fees, workshop costs, etc. _____

Travel Costs _____

Airfare _____

Mileage _____ (_____ miles @ \$_____ per mile)

Associated travel costs (rental car, tolls, parking, etc.) _____

Lodging costs (hotels, etc.) _____ days @ \$_____ per day _____

Meals _____ days @ \$_____ per day _____

Other costs (specify) _____

Total Expenses _____

Faculty awarded professional development funds must submit a brief report and an expense voucher within two weeks following the conclusion of the funded activity.

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 _____

** All funds granted are reimbursements to requestor. Contact the purchasing office for proper documentation. Though funding will be allocated for each time period, available funding will be limited. It will be up to the discretion of the Faculty Development Committee to determine the amount awarded in response to each funding request up to the maximum allotted. Once funding is awarded, additional funding will not be available until the next academic year.*