

2022-2023 Faculty Professional Development Funding Proposal

Name: _____

Date of Application: _____

Please review the following guidelines and directions as you complete this proposal:

- Please understand that funds are limited, and the committee will do its best to fund opportunities for as many faculty members as possible. The committee makes decisions based on how broad the impact of your work will be; successful proposals generally benefit a large number of students and/or faculty.
- Please consult with your supervisor before completing this form. When possible, clarify how you or your department can help subsidize the costs of your proposal; even small amounts can help. Be sure to confirm dates with your supervisor before submitting proposal.
- **For a proposal to be complete, you will need this form, your supervisor's signature, a clear breakdown of costs, and an attached program description. A clear explanation of costs includes registration, travel, lodging, and meals. Please know that the school has a standard mileage deduction.**
- It is also helpful, particularly for requests over \$500, to attach an email of support from your supervisor.
- **Please return completed copy to Merry Mendoza. Incomplete proposals will be returned.**

Name of program: _____

Dates/length of program: _____

Describe your interest in and your goals for this program. Please be sure to explain how this program will impact your work and your students.

Funding Allocation

Registration:

Transportation:

Lodging:

Meals:

Total cost:

Funding from Department Budget:

Total Funding Requested:

Required Signatures

Faculty Signature: _____

Date: _____

Supervisor signature: _____

Date: _____

Attachments

Attach a copy of program description.

Attach optional email of support from supervisor.

For Committee Use

Recent Professional Development Funding:

Action: