

FACULTY DEVELOPMENT FUNDS APPLICATION FORM
for Conference Participation/Presentation

Applicant:

Email Address:

School/Department:

Position:

Date:

Purpose of Funds:

- Conference Presentation (research paper, poster, etc.; attach acceptance if any)
- Conference Participant (chair, discussant, etc.)
- Attending Conference

Conference Name:

Conference Location:

Travel Dates: _____ to _____

Total Estimated Cost: _____

Applicant Signature:

Date:

Chair / Dean / Immediate
Supervisor Signature:

Date:

Please complete the following application and submit to your Chair / Dean / Immediate Supervisor for signature approval.
The Applicant is responsible for submitting a signed application to the Chair of the Teaching Resource and Budgetary Allocation (TR&BA) Committee by the posted deadline.

Note: Only full-time tenured and tenure-track faculty members are eligible to apply for Faculty Development Funds.

Applicant:

Date:

My participation and / or attendance at this conference will benefit my professional development as a teacher / scholar in the following way(s):

Improve teaching strategies and learn new instruction techniques

Stay current on advancements in my field

Get feedback from experts in the field and enhance publication potential

Collaborate with others in my field and increase my scholarly activity

Accomplish my professional goals and responsibilities

Other (If selecting Other, include the benefit in the explanation below.)

Briefly explain the significance of the conference to your field and how participation will benefit students and curriculum. Attach confirmation of participation and supporting documents. (200-word limit)

Briefly explain how you will share your learning from the conference within our institution and how you plan to do this. (150-word limit)

Applicant:

Date:

Itemized Budget

Items Producing Cost (Estimated)

Conference Registration:

Travel to conference (airline ticket cost or mileage cost):

Other Transportation Expenses:

Meals (calculated per diem):

Lodging Expenses:

Miscellaneous expenses:

Total Estimated Cost:

Sources of Funding (Estimated)

Department Unit for Conference Registration:

Department Unit for travel:

Other:

Total Funds Available:

Total Amount Requested:

Funding Considerations: Check all that apply.

I received funding from the Faculty Development Committee last year. Please provide documentation from your annual evaluation or a letter from your chair / dean that indicates the benefits from your conference participation as stated in your previous year application.

I am attending ____ conferences this year.

Part of the conference registration includes my membership in a professional association.

This is an international conference.

Total Amount Approved:

TR&BA Committee Chair:

Date: