



REQUEST FOR FACULTY DEVELOPMENT FUNDS

*(Submit form through your Department Chairperson/School Director and Dean and to Academic Affairs as early as possible prior to the travel for which support is requested. You will receive notification from Academic Affairs regarding any allocation. **This form should be attached to your Out of State Travel Request.***

TO: **Chairperson/School Director**, Department/School of _____

1. I (check one or more) request faculty-development funds to attend a conference/meeting for the following reason(s):

____ paper and/or research selected for presentation
____ perform in leadership capacity of _____

2. Dates of travel: _____
Conference location: _____
Total cost of travel: _____

Faculty Member's Name: _____ Faculty Member's Signature: _____ Date: _____

TO: **Dean**, College of _____

I (circle one) **can/cannot** cost-share this event in the amount of \$_____ from my budget, org # _____.

Remarks:

Chairperson's/ School Director's Signature Date

TO: **Associate Vice President for Academic Affairs**

I (circle one) **can/cannot** cost-share this event in the amount of \$_____ from my budget, org # _____.

Remarks:

Dean's Signature Date

Remarks:

Faculty Development Fund Award Amount:

Associate Vice President for Academic Affairs' Signature Date