

Faculty Development Award Request Form

Applicant Information:			
Name:			
Division:			
Conference/Workshop Attending: (Please do not abbreviate)			
Dates Attending:	From: ____/____/____ To: ____/____/____		
Conference Location:			
Purpose	[] Presentation or [] Attendance		
Narrative Description of Project:			
Please attach supporting documentation describing the conference and the scope of your participation. Appropriate documentation should include conference flyer, web page etc...			
Budget:			
Please provide a proposed Budget (in detail)	Item	Description/Detail	Cost
	Travel: (Detail each anticipated travel expense)		\$ _____ \$ _____ \$ _____
	Hotel:		\$ _____
	Meals:		\$ _____
	Conference Registration:		\$ _____
	Other: (Detail each anticipated expense)		\$ _____ \$ _____ \$ _____ \$ _____
	Total Funding Requested:		\$ _____
Account to Be Charged	11-90940-25000		
Requestor Signature:	_____	Date: ____/____/____	
Division Chair Signature:	_____	Date: ____/____/____	

Reviews/Approvals

Date Received:	____/____/____
Director Academic Administration:	_____ Date: ____/____/____
Vice-President Academic Affairs:	_____ Date: ____/____/____
Amount Awarded:	\$ _____