

**LA&S RESEARCH AND PROFESSIONAL DEVELOPMENT FUNDS FORM**  
**SUBMIT THIS FORM AT LEAST 2 WEEKS IN ADVANCE OF ANY PROPOSED ACTIVITY**

**Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Tenured: Yes** [  ]  
**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **No** [  ]

1. Indicate type of support you are seeking: Conference Travel [  ] Equipment [  ] Workshop Attendance [  ] Other (explain): \_\_\_\_\_

2. Describe how this request will contribute to achieving and/or enhancing your teaching, research and/or professional obligation to SUNY New Paltz (continue on back of form as needed):  
\_\_\_\_\_

3. Have or will you apply for other funding (i.e., departmental, campus and/or external grants/awards) to support this request? Yes [  ] No [  ] If "Yes" indicate source(s) and amount(s) and status of application (continue on back of form as needed):  
\_\_\_\_\_  
\_\_\_\_\_

4. For conference and/or workshop support respond to the following:

a. Is this a regional, national or international conference or a workshop? (circle as appropriate)  
b. Will students participate? Yes [  ] No [  ] If "Yes", identify student(s) and explain their role:  
\_\_\_\_\_

c. Will you miss any classroom instruction time? Yes [  ] No [  ] If "Yes", for each missed class describe on back of form how many hours and how instructor absence will be covered.

d. How will you participate in this conference (i.e., presenter, moderator, poster session, award recipient, etc.)? \_\_\_\_\_

e. If the person is making a presentation, has the presentation been refereed. Yes [  ] No [  ]

f. Is this an invited address? Yes [  ] No [  ] If "Yes", does the host provide financial support to defray costs related to travel or a stipend? Yes [  ] No [  ] Amount \$ \_\_\_\_\_

g. Attach an abstract/summary of the work being presented and indicate when the presentation is scheduled.

h. Has the proposed work, or a variation of it, been presented and/or funded before? Yes [  ] No [  ] If "Yes", explain where it was presented, and how it was funded (include dates):  
\_\_\_\_\_

i. Has the faculty member already attended a regional, national or international conference or other professional development activity in the academic year of this request? Yes [  ] No [  ] If "Yes", identify activity and any funding that was received:  
\_\_\_\_\_

ALL travel requests must be accompanied by a completed Travel Requisition. Attach to the Travel Requisition a conference or workshop announcement that shows sponsoring organization, dates and location of conference. DO NOT attach receipts, registration forms or conference agenda to the Travel Requisition. (Prepayment of registration can be submitted on a Purchase Requisition.)

5. For research equipment, or other non-travel requests, provide a budget that details proposed expenses and how the expenses relate to Item #2 above.

6. Do you plan to undertake other research and/or professional development activities during the current academic year? Yes [  ] No [  ] If "Yes", how will the additional activity be funded?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature/Date

\_\_\_\_\_  
Department Chair's Signature/Date