

LA&S Research and Professional Development Funds Request

Name: _____ Department: _____

Date: _____ Rank: _____

Amount Requested: _____ (do not leave this blank)

(tenured: \$800, tenure-track: \$1,000, lecturer: \$500)

Indicate any and/or all other funding sources and amounts: _____

If you have already received funds from the Dean toward professional development activities during the current academic year please indicate what was funded and amount(s):

Briefly state the purpose of this request (indicate type of support you are seeking, i.e., conference travel, workshop attendance, research support, other): _____

If this request is for conference travel, indicate whether or not you are on the conference program and attach a copy of the program or acceptance letter as appropriate:

Yes _____ No _____

Briefly describe what you expect the outcome of this activity to be: _____

If you will miss class time, indicate class(es) and explain coverage: _____

If this request involves travel, attach a completed travel requisition, conference announcement (not program) and other relevant documents.

The department chair's signature is an endorsement of the scholarly value of the proposed activity and that class coverage is acceptable. Please return this form to the LA&S Dean's Office, JFT 614.

Applicant's signature/date

7/2009

Chair's signature/date