

Faculty Development Proposal Application

Name: _____ Date _____

General Instructions: Please refer to the Faculty Development Guidelines when completing this proposal. All applications must be typed with 5 copies turned into the Committee Chairperson on or before the proposal deadline date (Sept 15 for July-Dec. and Feb. 15 for Jan.-June).

Category of Proposal

Conference: Attendance, Participation, Presentation; Research: Other; Travel: KAKE, Sabbatical, International

Project Description (Give a specific description including where and when the project will take place.) Attach flier, program page, or other documents with name /title of the conference. See guideline #2. Clearly explain research or sabbatical focus.

Project Definition (Explain the nature of the project further if you checked "participation" or "other" above).

Project Rationale (How will this project enhance your professional growth in terms of teaching and scholarship.)

Cost Analysis (Give actual or estimated costs)

Source of Estimates: _____

Travel, Hotel, Conference, Meals, Other, Total Cost (with blank lines for input)

How has your college travel allowance been used? (see guideline #3)

Are you eligible for funding from other budget lines and if so how will these available funds be applied to this project? (see guideline #3)

Total of Request _____ (total cost minus other funding)

I understand that if the estimated cost is greater than the actual costs, I will return the remainder promptly to the Faculty Development Committee. I also understand that I must make a full and detailed evaluation report of my project and complete an expense report with attached receipts within two weeks of the completion of the project.

Signature _____