

## Part-Time Faculty Development Proposal Application

Name: \_\_\_\_\_ Date \_\_\_\_\_

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**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 \_\_\_\_\_

Courses taught during the current academic year?

Fall:

Spring:

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) Maximum grant is \$500.

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 \_\_\_\_\_