

Application for Professional Development Funds

IMPORTANT NOTE:

This form must be submitted for all professional development whether funds are being transferred from the provost's budget or are being taken from your own budget. For reporting purposes, all professional development must be sent to and approved by the provost's office.

- Faculty member emails completed *Application for Professional Development Funds* to department chair.
- Chair reviews application
 1. If approved, the chair forwards the application to the dean and dean's assistant.
 2. If not approved, the chair emails the faculty member accordingly.
- Dean reviews application
 1. If approved, the dean's assistant takes a printed copy of the application to the provost's office for approval.
 2. If not approved, the dean emails the chair, faculty member, and dean's assistant accordingly.
- Provost's office reviews application
 1. If approved, the provost's office transfers the funds to the designated org and emails a copy to the dean and the dean's assistant. The dean or dean's assistant will forward a copy to the faculty member, the chair, and the department assistant.
 2. If not approved, the dean emails the chair, faculty member, and dean's assistant.
- After receiving approval, and after the funds are transferred, the faculty member or their delegate submits the necessary requisitions and processes the trip in Chrome River and/or Jaggaer.

INFORMATION REQUIRED ON THE FORM

- Primary Fund: Fund, Org, Account and Program (Transfer Request of \$)
- Secondary Fund: (if applicable) Fund, Org, Account and Program (Amount being used from secondary fund)
- Itemized list of expenses such as Flight, Hotel, Registration, Membership, etc. including cost for each
- At the bottom of the section include the Grand Total of all expenses.
- NOTE: If you are submitting the form for approval purposes only but the funds are coming from your budget and you don't need a transfer of funds, please write at the top of the section for itemization, (Transfer not needed- for reporting purposes only).

Application for Professional Development Funds

Name of faculty member: _____

Department: _____

College: _____

Name of conference/event: _____

Location of conference/event: _____

Date(s) of conference/event: _____

Method of participation in conference or event or membership, etc (Check all that apply)

In person

Virtual

Facilitator

Presenter

Membership

Dues

License

Certification

In the box below, list itemization of expenses. See page one for instructions.

SIGNATURES

Chair approval – Signature and date

Dean’s final approval – Signature and date

Provost’s office approval – Signature and date
