

Application for Professional Development Funds

- 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 deans' 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.

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:

SIGNATURES

Chair approval – Signature and date

Dean's final approval – Signature and date

Provost's office approval – Signature and date
