

PROFESSIONAL DEVELOPMENT FUND APPLICATION
July 1, 2007 - June 30, 2008

Name _____ E-Mail _____

Campus Address _____ Campus Telephone _____

Department _____ Date Submitted _____

1. Faculty Status (Please check one)

- Full-time tenured and tenure track faculty members, term faculty members and faculty librarians whose total appointment is three or more years
- Full-time employees who teach part-time in the years in which they teach and senior faculty members in the years in which they teach
- Faculty members with one- or two-year term appointments
- Part-time faculty members (two to twenty semesters)
- Part-time faculty members (over twenty semesters)

2. Application Category

- Scholarly and Creative Activity
- Teaching Innovation
- On-Campus Workshops
- Extended Off-Campus Workshops (more than 1 week)
- Language Immersion

3. Application Checklist (attach the necessary materials to this application form)

- Title of project: _____
- Location of project (when applicable): _____
- Dates of project: _____
- Describe the project, including objectives and procedures, as well as considering the relevant criteria specified in the Faculty Development Handbook on projects for Professional Development Funds. You should also provide a brief description of your qualifications for this project and how it fits into the context of your professional development. This description should be a maximum of 4 pages. You may attach appropriate supporting documents as appendices as needed. Please check with the Faculty Development Office if other DePauw employees or students are involved with the project.
- List all FDC awards you currently hold for which you have not submitted a report and give the current status of the project. If you are requesting funding for multiple projects, you should include a statement explaining the relationship between the projects.
- Identify other anticipated funding sources for this project (specifying what expenses these funds will cover) or other projects that run concurrently with the grant period.
- Describe the specific product you expect from your work that will be submitted to Faculty Development.
- Are you using human or animal subjects in the research? Yes ____ No ____ If so, Have you received IACUC or IRB approval? Yes ____ No ____

4. Budget

Project Budget	Applicant's Total Cost	FDC Recommendation
<p>TRANSPORTATION <u>Least expensive</u> regular commercial flight from Indianapolis to nearest airport or 38 cents per mile, whichever is less to a maximum of \$500.00. For travel outside the continental United States, applicants must receive special approval for airfare over \$500.00.</p>		
<p>TUITION, FEES AND REGISTRATION Applicants for support of study must attend an accredited institution and may receive tuition only (no books). Documentation is required for registration fees.</p>		
<p>ROOM AND BOARD Recipients of grants involving travel may receive up to \$100 per day based on receipts for room and board.</p>		
<p>PREPARATION OF SCHOLARLY AND ARTISTIC PROJECTS Limit of \$500.00 for this category</p>		
<p>EQUIPMENT AND SUPPLIES Note that FDC does not fund computer purchases and does not fund equipment that can be purchased through department budgets or other university funding.</p>		
<p>TEACHING MATERIALS Note that FDC does not provide funding for books.</p>		
<p>ON-CAMPUS WORKSHOP EXPENSES</p>		
<p>OTHER (Extraordinary expenses not detailed above. Please provide a description of the requested item(s)).</p>		
<p>TOTAL (Award may not exceed amount allocated for your faculty category)</p>		

Applications will be accepted on a first-come, first served basis provided that funds remain. Applications should be received by FDC a minimum of two weeks prior to the project start date. There will be no retroactive funding.

CONSULT THE FACULTY DEVELOPMENT HANDBOOK FOR SPECIFIC INFORMATION ABOUT PROFESSIONAL DEVELOPMENT FUNDS AND OTHER FUNDING AVAILABLE THROUGH FACULTY DEVELOPMENT.