

Faculty Professional Development Application Form – *Complete both pages before event.*

Applications including all supporting material must be submitted to FPD by designated deadlines prior to the conference/ event date.

Last name: _____ First name: _____ L#: _____

Faculty Status: _____ part-time _____ contracted ~ If part time, is your annual average FTE at least 0.2? _____ yes _____ no

Email address: _____ Extension: _____ Phone: _____

Division: _____ FOAP (if dept. shares cost): _____

Mailing address: _____

Event Name: _____ Event Location: _____

Event Dates: _____ FPD FOAP: 111100-475200-614450-21000

Activity Purpose: Outline the activity and what you intend to do at the event if granted Professional Activities funds. Please write at least one paragraph (more than 3 sentences) to explain what you will do, what sessions (or types of sessions) you plan to attend, etc. if awarded funding.

Skills and Knowledge Gained: What new and improved skills and knowledge will you acquire through the leave, and how will these skills apply to your position at the College? Please write at least one coherent paragraph (more than 3 sentences) describing the specific skills and knowledge you will acquire from your leave if awarded.

Did you submit hardcopy documentation such as conference brochure or online information? _____ yes _____ no, but I will within 1 business day.

I have spoken with my Division Dean: _____ yes _____ no Name of Dean: _____

Note: Although not required, it is a good idea to inform you Division Dean of your award. It is assumed that your will make arrangements for someone to cover your classes in your absence even though the grant cannot pay for backfill. In most cases a colleague can cover your classes or another alternative solution can be arranged.

Estimate of Total Cost of Event - *Be careful. Maximum total award & reimbursement will be this amount.*

Helpful Hints:

- ### Items To Be Reimbursed Prior to Event:

Expense Description:	Amount:	For Finance Use:
Total:		

- ☐ Hotel reservations cannot be reimbursed prior to the event. However, hotels can be paid by FPD directly if listed below.
- ☐ If you would like FPD to purchase airfare for your travel, you must be approved two months prior to your event.

Expense to be charged on FPD credit card:	Amount:	For FPD Use:
Total:		

FPD budget authority signature
date