

Faculty Funding Request Form

For Travel or Special Project Support

Submit this form with supporting documentation (e.g., conference brochure, budget details, project proposal) to the dean's office via email or in person delivery to the dean and the office manager at least 8 weeks prior to the planned activity.

***Forms submitted without chair/director approval will not be considered**

1. Faculty Information

Name: _____

Department: _____

Email: _____

Phone: _____

Rank/Title: _____

2. Type of Funding Requested

(Check one or both if applicable)

☐ Travel

☐ Special Project

3. Description of Activity or Project

Title of Conference/Project: _____

Location (City, State, Country): _____

Dates of Travel/Project: _____

Brief Description (Include purpose, goals, and significance. Attach additional document if necessary):

4. Other Sources of Funding

Have you sought or received other funding for this request?

☐ Yes: Amount: \$_____

☐ No

If you answered "Yes" please list source/s:

5. Budget Request

Airfare / Transportation \$_____

Lodging \$_____

Meals / Per Diem \$_____

Registration Fees \$_____

Materials / Supplies \$_____

Other (specify): _____ \$_____

Total Requested \$_____

6. Justification for Funding (Explain how this activity supports your teaching, research, service, or departmental goals)

7. Approvals (Forms submitted without chair/director approval will not be considered)

Chair/Director Signature: _____

Date: _____

Dean's Office Use Only

☐ Approved

☐ Not Approved

Funding Amount Approved: \$ _____

Comments: