

## REQUEST FOR FACULTY DEVELOPMENT FUNDS

**Request forms must be received via Adobe Sign in the Office of the Provost and Vice President for Academic Affairs (provost@csub.edu) at least three weeks before funds are needed.** The Provost will fund up to the following amounts per academic year for full-time, tenure-track or tenured faculty who are presenting, (co)chairing, moderating, or participating in a panel at an approved peer reviewed conference or workshop. Additional funding may also be available from your department, dean, or other sources (GRaSP, FTLC, etc.). Visit <https://www.csub.edu/bas/paymentservices/Travel/index.html> for the university's travel policies.

	Select One	Maximum Amount/AY
Assist/Assoc Professor	[    ]	\$1,500
Full Professor	[    ]	\$1,000

<b>Faculty:</b>			
	<i>Name</i>		<i>CSUB ID</i>
	<i>School/Area</i>		<i>Department</i>
<b>Conference/ Workshop, Location:</b>			
	<i>Name &amp; Location</i>		<i>Dates of Travel</i>

**Description of opportunity and impact on teaching/scholarship (supporting documentation must be attached):**

**Estimated Expenses:**

Registration	\$		Transportation	\$	
Lodging	\$		Miscellaneous	\$	
Int'l Insurance	\$		(incidentals, membership, parking, etc.)		
			<b>TOTAL ESTIMATE</b>	\$	

**Funding Sources (if not requesting funds, please indicate \$0):**

	<u>AMOUNT REQUESTED</u>		<u>AMOUNT REQUESTED</u>		
Department	\$		Provost	\$	
Dean/School	\$		Other (FTLC, grant, etc.)	\$	

**Chartfields:**

	BUS UNIT	FUND	DEPT ID	ACCT	PROJ	PROG	CLASS	AMOUNT APPROVED
Department								\$
Dean/School								\$
Provost								\$
Other (FTLC, grant, etc.)								\$

**Approvals:**

<b>Dept Chair*</b>			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<b>Dean*</b>			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<b>Other (FTLC, grant, etc.)</b>			
	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<b>Provost</b>	Vernon B. Harper Jr. Ph.D.		
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

\*Required prior to submitting to the Office of the Provost and Vice President for Academic Affairs via Adobe Sign (provost@csub.edu).