

**COLLEGE OF ARTS AND SCIENCES
Faculty Development Fund (FDF) Application**

Applicant _____ Department _____

Signature _____ Date _____

Brief Title of Proposed Activity _____

Dates and Location of Proposed Activity _____

A. DESCRIPTION AND DOCUMENTATION:

Please check one of the options below.

_____ I am not requesting College FDF funds. This activity will be supported wholly from departmental sources (i.e. departmental lines, departmental FDF).

_____ I am requesting only College matching funds for this activity (i.e., matches against departmental support). I have provided a description of the proposed activity and a budget (see below).

_____ I am requesting additional support from the College FDF beyond matching funds for this activity. I have provided the following:

- 1) a description of the activities that will be supported by this FDF project; please include the location, dates, and other relevant information about the project.
- 2) a description of the expected benefits of these activities to the participant(s) and/or other faculty members and or/ students;
- 3) a description of the criteria that will be used to evaluate the project's success;
- 4) a description of the means by which information gained from the project will be shared with other faculty.

B. BUDGET:

Please provide a complete estimate of expected expenses (attach additional sheets as necessary.) Clearly indicate which portions of the activity are to be supported with funds from departmental support lines, departmental FDF, and proposed CAS FDF.

Approval Recommended by:

_____ Departmental Funds Provided: _____
Department Chair Date

_____ Departmental FDF Provided: _____
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_____ Approved College FDF Funds provided: _____ Not Approved

_____ Returned for Clarifications (memo attached) _____ Approved as Amended (memorandum attached)

_____ Date _____
College Dean

Notes:

1. This application must be dated at **least 3 weeks prior** to the proposed activity.
2. A copy of the 'CAS FDF Commitment and Spending Record form' (with the applicant block completed) should also be submitted with any request for College FDF funds.
3. If you are seeking Graduate School funding you should NOT complete this form. Complete the 'FDF Application, with Graduate School Matching' form instead.

February 2004