

APPLICATION FOR GROUP FACULTY DEVELOPMENT GRANT
The University of Tennessee at Chattanooga

Name		Date	
Department		Mail Code	
Amount of money requested		\$	

Funds may be requested to provide for expenses for off-campus scholars. Up to \$1000 may be requested if the department schedules five seminars or workshops in a year. Up to \$1500 may be requested if the department schedules ten seminars or workshops in a year. The majority of presenters must be UTC faculty. See the Faculty Handbook, section 7.2 for specific guidelines.

List of seminars or workshops held by department

Speaker or leader	Topic	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Proposed Outside Scholar(s)

Name and Address	Topic	Date
1.		
2.		

Budget:

Item	Outside Scholar 1	Outside Scholar 2	Total
Airfare			
Lodging			
Per Diem			
Ground Transportation			
Stipend/ Honarium			
Other (specify)			
Total			

Signature of Faculty Member requesting funds _____

REVIEW OF REQUEST

DEPARTMENT HEAD

Recommend

Do Not Recommend

Comments (If approval is noted for a leave, indicate how the department would plan for the absence of the faculty member):

Dept. Head Signature

Department

Date

DEAN OR DIRECTOR

Recommend

Do Not Recommend

Comments:

Dean/Dir. Signature

Unit

Date