

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

Name		Date	
E-Mail		Phone	Dept. Mail Code
Department		Rank	
Number of years at UTC		Year of most recent Faculty Development Grant	

Brief Title of Project	
Type of Project (Check all that apply)	<input type="checkbox"/> Paper Presentation <input type="checkbox"/> Poster Presentation <input type="checkbox"/> Workshop/short course presentation <input type="checkbox"/> Oral Presentation <input type="checkbox"/> Workshop/short course attendance <input type="checkbox"/> Conference attendance <input type="checkbox"/> Institute attendance <input type="checkbox"/> Seminar attendance <input type="checkbox"/> Other (specify)
Dates of Proposed Activity	
Location	
Funds Requested	
If you are presenting a paper, poster or workshop/short course:	
Title of paper, poster or workshop/short course	
Authors and their institutional affiliation	
Title of meeting	
Status of paper, poster, workshop/short course	<input type="checkbox"/> Submitted <input type="checkbox"/> Accepted
Check all that apply	<input type="checkbox"/> Peer-reviewed abstract <input type="checkbox"/> Refereed paper or poster <input type="checkbox"/> To be published in proceedings or journal <input type="checkbox"/> Other (specify)

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Budget:

Item	Amount
Airfare	
Lodging	
Per Diem	
Ground Transportation	
Registration	
Other (specify)	
Total	

Other Sources of Funds for this activity.

Funding source	Amount applied for	Amount received

Describe the primary objectives and expected outcomes of the requested grant. Provide information which will distinguish your request from others which may be similar. Provide a web address or attach a brochure or other material that provides details about the nature of the development opportunity in which you wish to participate.

Indicate the value of the activity for you as a faculty member, for your department and college, and for the University. Indicate how the accomplishments of the activity will be evaluated.

Out of the many kinds of professional development available, explain why this particular activity has been chosen.

List any previous grants from the University of Tennessee at Chattanooga within the past three years.

Title	Source	Amount	Year

Have you completed all project(s) listed above and supplied final reports? Yes No

Signature of Applicant _____

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