

## FACULTY DEVELOPMENT SUPPORT FUND PROPOSAL

Name:

Date:

Rank:

Office Phone:

E-Mail:

Department:

Full Cost of Proposal: \$

Amount Requested from FDSF: \$

---

Why are you requesting funds from the FDSF?

Please explain **in detail** the nature of the request—include a description of the conference and travel, including the dates; a description of the training or workshop; or justification for the certification, supplies, equipment, or software. (500 words max)

How, **using as much detail as possible**, will the use of your requested funds make you a better teacher or a better professional? (250 words max)

Why is funding insufficient or unavailable via other channels? (100 words max)

How are you minimizing the expenses of this proposal? (100 words max)

Department chair's comments, assessment, and endorsement (Chairs must use this space to indicate their assessment of how the faculty member's proposal will contribute to his/her pedagogical excellence and overall professional development. Please openly, frankly, and objectively share your support and/or reservations, thus aiding the FDSF committee to make a fair and impartial decision regarding the proposal. The more specific, the better.):

---

Matching funds from department: Percentage: %

Name of department chair/dean:

## FACULTY DEVELOPMENT SUPPORT FUND BUDGET

Category	Total Request	Matching Funds	Matching Source	FDSF Request
<b>Supplies &amp; Equipment</b>				
1.	\$	\$		\$
2.	\$	\$		\$
3.	\$	\$		\$
4.	\$	\$		\$
<b>Airfare</b>	\$	\$		\$
<b>Travel Insurance</b>	\$	\$		\$
<b>Car Rental/Taxis/Shuttles</b>				
SUU Vehicle	\$	\$		\$
Car Rental	\$	\$		\$
Taxi Shuttle	\$	\$		\$
	\$	\$		\$
<b>Gas/Mileage</b> (Rate is <b>\$.41</b> per mile.)	\$	\$		\$
<b>Food</b> (Per diem rates are <b>\$9</b> for breakfast, <b>\$12</b> for lunch, and <b>\$20</b> for dinner.) Number of Days: #	\$	\$		\$
<b>Lodging</b> Number of Days: #	\$	\$		\$
<b>Conference Fee(s)</b>	\$	\$		\$
<b>Other:</b>	\$	\$		\$
<b>Other:</b>	\$	\$		\$
<b>Other:</b>	\$	\$		\$
<b>Other:</b>	\$	\$		\$
<b>TOTALS</b>	\$	\$		\$

### Notes

- The budget must be itemized in detail, including the cost of all items, purchases, and activities.
- Add additional pages if necessary to provide a thorough itemization of requested expenses.
- Demonstration of cost effectiveness will increase the proposal's scoring potential.
- Matching funds will also increase the proposal's scoring potential (please indicate the source of all matching funds, including a Banner Index code, if applicable).
- Insurance to cover the cost of air travel is required to protect both the faculty member and the FDSF from risk of loss in case of illness or some other unplanned event.