

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> for the university's travel policies. Travel expenses must post to the year in which they are requested in order to count for that fiscal year maximum.

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

Faculty:			
	<i>Name</i>		<i>CSUB ID</i>
	<i>School/Area</i>		<i>Department</i>
Conference/ Workshop, Location:			
	<i>Name & 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	\$			<small>(meals, membership, parking, etc.)</small>		
				TOTAL ESTIMATE	\$	

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:

Dept Chair* _____

Name *Signature* *Date*

Dean* _____

Name *Signature* *Date*

Other (FTLC, grant, etc.) _____

Name *Signature* *Date*

Interim Provost/VPAA James L. Rodríguez, Ph.D.

Name *Signature* *Date*

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