INSTRUCTIONS: Faculty members in the CNHS are eligible to apply to the Dean’s Office for additional professional development dollars under the following conditions:

- Professional development funds provided through external grants and/or endowments, and professional development funds allotted per CBA and have already been used or will be used in full for proposed activity, for which Dean’s Office funding is being requested.
- Requests can only be used for attendance at a state, regional, national or international conference that will directly support a faculty member’s ability to enhance their teaching OR for attendance at a national or international conference at which a faculty member is presenting their research (i.e., theoretical, practice-based, basic science, applied, translational, etc.)
- Applications will be considered beginning October 1, 2015 through February 1, 2016.
- Faculty members can only apply for support to attend one conference per year.
- If funding requests exceed the dollars available, preference may be given to faculty who will be going up for reappointment, tenure or promotion and to those who are attempting to move their research in a new direction.

Twenty thousand dollars has been allotted to this initiative during the 2015-2016 academic year; applications will be accepted by the first of each of the following months—October 1, December 1, and February 1—and decisions will be made by the 15th of each of these months with dollars awarded until funds are gone. Please complete the following application and submit to the Dean’s Office. The Dean and Associate Dean will review all applications.
APPLICATION

NAME: __________________________________ DATE: ________________________

REQUEST FOR: _____ Enhancing teaching innovation
____ Presenting research

CONFERENCE NAME: _____________________________________________________

CONFERENCE DATE: ______________________________________________________

CONFERENCE LOCATION: ________________________________________________

HAVE ALREADY USED AVAILABLE

GRANT FUNDING: _____ YES ____NO ____NA

ENDOWMENT FUNDING: _____ YES ____NO ____NA

CBA FUNDING: _____ YES ____NO ____NA

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS TO ENHANCE TEACHING

If you are requesting professional development funds for enhancing your teaching, please respond to the following questions:

1. Please check the CNHS strategic objectives which apply to your request with a brief (one sentence justification)
   a. ____ GOAL 1 Build a diverse community
      Justification:____________________________________________________________
   
   b. ____ GOAL 2 Provide a distinctive university experience
      Justification:____________________________________________________________

   c. ____ GOAL 3 Increase quality & stature of academic programs
      Justification:____________________________________________________________

   d. ____ GOAL 4 Focus & strengthen research & scholarship
      Justification:____________________________________________________________

   e. ____ GOAL 5 Model ethical conduct, accountability & best practice
      Justification:____________________________________________________________
2. What course or courses do you intend to apply your new learning?

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<th>Number of Credits</th>
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3. Are you willing to share the information you gained while attending the conference through a presentation at a brown bag lunch or at a college faculty meeting?

_____ YES  _____ NO

4. Other comments you would like to be considered in the review of your application:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS TO PRESENT RESEARCH

If you are requesting professional development funds to present your research at a national or international conference, please respond to the following questions:

1. Please check the CNHS strategic objectives which apply to your request with a brief (one sentence justification)
   a. ____ GOAL 1 Build a diverse community
      Justification:_____________________________________________________________
   b. ____ GOAL 2 Provide a distinctive university experience
      Justification:_____________________________________________________________
   c. ____ GOAL 3 Increase quality & stature of academic programs
      Justification:_____________________________________________________________
   d. ____ GOAL 4 Focus & strengthen research & scholarship
      Justification:_____________________________________________________________
   e. ____ GOAL 5 Model ethical conduct, accountability & best practice
      Justification:_____________________________________________________________
2. In what format will you be presenting your research?
   ____ Seminar
   ____ Technical Paper
   ____ Poster
   ____ Panel
   ____ Other

3. Title of your presentation: _____________________________________________________

4. Approximate size of the conference (numbers attending): _________________

5. Is this a new direction for your research? _____Yes       _____No

6. Will you be publishing this work?
   ____ Yes (Indicate where: ________________________________)
   ____ No (Indicate why: ________________________________)

7. Other comments you would like to be considered in the review of your application:
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

PLEASE OUTLINE THE BUDGET YOU ARE REQUESTING BELOW: (please include any other funding sources you have received to facilitate your participation)

Airfare _________
Lodging _________
Meals _________
Registration _________
Other: _________

TOTAL: _________

Support from Department/Program: _________
Support from other sources: _________

TOTAL REQUESTED FROM THE DEAN'S OFFICE: _________