

**UNIVERSITY OF VERMONT
DEPARTMENT OF NUTRITION AND FOOD SCIENCES**

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

Requests must be made prior to the event.

The fiscal year is July 1st – June 30th.

Your requests must be encumbered or disbursed by May 1st.

Name: _____

Date: _____

Phone Extension: _____

Email: _____

Date of Event / Conference _____

Excerpt from ARTICLE 21

Each department shall have a professional development fund to support faculty travel for professional development or for use in other professional development activities. The amount of money allocated annually for this fund shall be equal to \$1,775 (FY20 amount) per general fund FTE bargaining unit member in that department that may be spent on professional development. The fund will be recalculated each fall and be based on the membership of the unit per the list that has been prepared by the University in accordance with Article 9.5 of the Agreement. Faculty members including those on Sabbatical or Professional Development leave shall have the right to apply for such funds for authorized expenses incurred in travel for professional development or for other professional development purposes. There shall be written guidelines in each department – that make explicit the criteria and procedures for the distribution of these funds. Faculty seeking such funds shall apply in writing to their chair who shall make final decisions on faculty applications as to whether to approve funds or not, taking into account the department guidelines; the availability of funds; competing applications for support, and the relevance and benefit, short and long term, of the proposed travel or other professional purpose to the faculty member and department. No proposal can be denied solely because of the status or rank of the faculty member making the proposal. The chair shall make final decisions on the applications for such funds.

The department chairperson of Nutrition and Food Sciences will give priority to invitational events, and international and national meetings.

1. Purpose of Request (check as appropriate)

___ Regional ___ National ___ International

___ Conference ___ Symposium ___ Research

___ Professional Activity (e.g., elected officer, skills development)

___ Other (specify)

2. Briefly summarize how last year's (if any) professional development funds were spent

3. Provide a brief statement which clearly describes the reason for your solicitation of Faculty Development Funds. Requests for Travel should include the intended destination and purpose of the travel. Attach a copy of any material which will verify your participation in the requested travel. (copy of brochure, website, etc)

4. Budget. Provide an itemized list of the expenses which will be incurred in the implementation of this request	
Purpose	Cost (\$)
Transportation	
Lodging	
Meals	
Registration Fee	
Other	
Total \$ Expenses	
Minus other sources of funding	
Grant Total \$ Request from Professional Development Funds	

This section completed by Dept Chair

Approved: Yes _____ No _____

Professional Development Funds granted: \$ _____

NFS Dept Chair Signature

Date