

FACULTY DEVELOPMENT COMMITTEE
PROFESSIONAL TRAVEL GRANT COVER PAGE

Applicant:

Email Address:

School/Department:

Date:

Please check each item to signify compliance with grant regulations. Failure to meet each of these criteria may cause your application to be disqualified.

- I submitted my application on or before the deadline.
- I am a full time, tenured/tenure-track faculty member.
- I am not a full time administrator.
- I am not a member of the Faculty Development Committee.
- I did not receive funding from the Faculty Development Committee during the last academic year.
- I understand that historically, the FDC has made awards ranging from \$100-\$500.
- I am only applying for myself.
- I have written my explanations so as to be understood by those outside my discipline.
- My travel will be completed before July 31 of this academic year.
- I understand that upon completion of my travel, I will coordinate my faculty sharing with the FDC.
- I have not included my name, or the name of any MSC faculty/staff/student on pages 2-5 of this application.
- I have itemized the travel costs (including meals, hotel, travel, registration, and misc.) on page 5 and double checked my math.
- I have sent the chair of FDC an electronic copy of my application packet, including my cover page and application.
- I have sent the chair of FDC a paper copy of my application packet, including my cover page and application.
- If applicable, I have included supporting documents such as a presentation/paper acceptance letters.

Upon receipt of your application, page 1 and 2-4 will be assigned an "Applicant Number." The committee will receive only pages 2-4 and conduct a blind review of all applications. The committee will recommend grant allocations to the VPAA for approval. Once approval is received, the chair of Faculty Development will notify you of your funding amount. The process usually lasts one month past the application submission deadline. Thank you for applying. Best wishes!!!

FDC Chair use only:

Included Supporting Materials

Application is Complete

Application Number is Assigned