APPLICATION:

COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

DEAN’S FACULTY SCHOLARLY ACTIVITY FUND

Name/Title:  Department:

Event: Dates:

Virtual/In-person: Venue (If In-person):

1. Reason for the request of funds (Presentation of a paper or poster, invited symposium chair/moderator/discussant; invited lecture; attendance as officer of association/ conference; performing or exhibiting in a professional venue.)

1. Please attach an itemized list of estimated costs and a copy of an official invitation or program listing the applicant’s participation.
2. Current Sources of Support: (Intramural and extramural funds available. How will they be used to support this research and/or creative activity?)

1. Please attach justification for request (See Guidelines below)
2. FOR THE CHAIR:
	1. How will the applicant’s teaching commitments be fulfilled in his/her absence if the scholarly activity occurs during the time classes are in session?

b. What funds are the Department providing toward this faculty scholarly activity?

 c. If the Department is proposing to match less than $1500, please justify why a full match is not possible:

1. The Expense Statement must be submitted within 10 days after the event in order to be reimbursed by the Faculty Scholarly Activity fund.

Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Chair Faculty member

(revised September 2023)