

***Faculty Development Fund Application  
Academic Year 18/19***

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE CHECK ONE:** This is a **first** ( ) **revised** ( ) or **second** ( ) application for AY18/19

**Instructions:** Tenured, tenure-track, and/or FTNTT faculty for whom research is an articulated component of their job responsibilities are eligible for development funds in all categories below. They may apply for *only one* category per application, and must submit an application for each activity requiring travel. FTNTT faculty for whom research is *not* an articulated component of their job responsibilities are eligible for development funds in Category IV. **The deadline for the first application during the current academic year is January 15th. Additional applications submitted by the same individual will be considered after this date on an equity basis for the remaining available funds. Receipts for all expenses must be submitted to the Academic Program Manager by June 30<sup>th</sup> through ProcureSU.** Eligible expenses include transportation, meals, lodging, conference registration and membership fees where membership is required for conference/event attendance, as well as actual expenses related to artistic production. If plans change, please submit a revised form indicating the new category.

**Note on Travel Expenses:** The University Travel Expense Report must be completed after travel. In lieu of submitting receipts for meals, you may use a \$50 per diem rate. Airfare is reimbursed only for the actual round-trip cost of an economy ticket. Airfare and hotel expenses will be reimbursed only for travel over 50 miles from SU. Complete info on travel expenses can be found at <https://www.seattleu.edu/controllers-office/accounts-payable/reimbursements/business-travel/>

**Please check the category for which you are applying. Only the actual travel expenses up to the amount stated below will be reimbursed. Any remaining funds will revert to the travel reimbursement pool.**

**\_\_\_ Category I (Up to \$1500\*): Presenting a paper at a conference that requires travel or present creative project publicly at an artistic venue.** On the reverse of this page or on a separate sheet of paper please 1) provide the name, dates, and location of the conference or event you will attend; and 2) provide the title of the paper or creative project you will present. Also, when received please submit a copy of the acceptance of the paper or creative project you will present. \*An additional \$500 supplement is available for travel outside North America.

**\_\_\_ Category II (Up to \$1000): Attending a conference fulfilling duties as workshop organizer or discussant, or contributing to an artistic event in a professional capacity that requires travel.** On the reverse of this page please 1) provide the name, dates, and location of the conference or event you will attend; 2) indicate your precise duties. Also, when received please submit either a copy of the invitation or confirmation of your participation in the conference or artistic event.

**\_\_\_ Category III (Up to \$800\*): Travel to perform research for scholarly or creative work.** On the reverse of this page please provide a brief description of the research project or creative endeavor, including the dates and location for the research activity. \*Eligibility is limited to alternating years.

**\_\_\_ Category IV (Up to \$300): General support to develop a new course, pay association membership fee, purchase books or software, etc.** On the reverse of this page please provide the detailed information. All full-time faculty members are eligible for this category.

**Signatures:**

**Faculty Member:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_