**SCPS PART-TIME FACULTY REQUEST FOR AWARD OF PROFESSIONAL DEVELOPMENT FUNDS**

Funding Cycle A: for activities between 7/1 and 12/31, please submit by 9/1

Funding Cycle B: for activities between 1/1 and 6/30, please submit by 3/1

Part-Time Faculty Professional Development Awards are for up to $200 per funding cycle. A Part-Time Faculty can apply in either cycle, to a maximum of $200 yearly. Double-awards (applying for $400 for one event) are not fundable.

**Note: Faculty should apply for (and receive approval for) Professional Development Funds *prior* to commencing the professional development activity in question. Final funding decisions are determined by the Dean.**

Approved activities must be conferences related to your SCPS teaching and include presentation or attendance at conferences, as well as other research activities. Books and software, as well as direct classroom expenses, are not funded.

Training activities sponsored by SCPS are not eligible for funding.

TO: Jenny Prey, Assistant Dean [jprey@depaul.edu](mailto:jprey@depaul.edu)

FROM:

DATE:

ACTIVITY: \_\_\_\_\_ Conference (presenting)

\_\_\_\_\_ Conference (attending)

\_\_\_\_\_ Research

\_\_\_\_\_ Special Training

\_\_\_\_\_ Other

 NAME OF EVENT / SPONSORING ORGANIZATION:

WEB LINK TO EVENT/ORGANIZATION:

 LOCATION: DATES:

YOUR SPECIFIC ROLE(S) / TITLE OF PRESENTATION:

HOW ACTIVITY RELATES TO YOUR SCPS TEACHING:

PROJECTED EXPENSES:

Transportation (ground) \_\_\_\_\_\_\_\_\_

Transportation (air)\_\_\_\_\_\_\_\_\_

Lodging ($\_\_\_\_ per night for \_\_\_ nights) \_\_\_\_\_\_\_\_\_

Food (see Note \* below) ($\_\_\_\_ per day for \_\_\_\_ days)\_\_\_\_\_\_\_\_\_

Registration Fee \_\_\_\_\_\_\_\_\_

Other Expenses \_\_\_\_\_\_\_\_\_

TOTAL \_\_\_\_\_\_\_\_\_\_

\* Note re Food: reimbursement is capped at $75 per day. There is no reimbursement for alcoholic beverages or for food other than your own.