**SCPS FULL TIME FACULTY REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS**

SCPS Personnel and Professional Development Committee (PPDC) provides noncompetitive grants of up to $2,000 per fiscal year for tenured and tenure-line faculty.

Faculty members on research leave remain eligible for their full grant; faculty members on unpaid or sick leave receive proportionally discounted grants. Funding requests must be fully processed within 60 days of request. All annual requests must be received by May 1.

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.

Funding may be used for research-related expenses: attending or presenting at conferences (transportation, accommodations, registration); research expenses including travel and admissions; dues and fees for professional organizations; matching grants for DePaul online journals.

Funds are not available for books, software licenses owned by DePaul, hardware or expenses directly related to classroom preparation. For information on the DePaul no-interest loan program for computer hardware, see <http://financialaffairs.depaul.edu/forms/forms-pcloan.html>.

EMAIL TO: [jprey@depaul.edu](mailto:jprey@depaul.edu)

FROM:   
  
DATE:   
  
ACTIVITY:   
\_\_\_\_\_ Conference (presenting)   
\_\_\_\_\_ Conference (attending)   
\_\_\_\_\_ Research   
\_\_\_\_\_ Special Training

\_\_\_\_\_ Professional Organizations Dues   
\_\_\_\_\_ Other (including course development / refinement)   
  
NAME OF EVENT / SPONSORING ORGANIZATION:

LOCATION:   
DATES:

WEB LINK TO ACTIVITY:

YOUR SPECIFIC ROLE(S) / TITLE OF PRESENTATION:

PROJECTED EXPENSES:   
Transportation (ground) \_\_\_\_\_\_\_\_\_   
Read the following if you intend to rent a car: https://policies.depaul.edu/login.aspx?ReturnUrl=/policy/policy.aspx?pid=109 https://offices.depaul.edu/environmental-health-and-safety/safety-training/drivertraining/Pages/default.aspx

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

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

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

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

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

Total \_\_\_\_\_\_\_\_\_\_

\* Note re Food: Food reimbursement is capped at $75 per day. There is no reimbursement for alcoholic beverages nor food for anyone other than you.