

## REQUEST FOR FACULTY DEVELOPMENT FUNDS

**Request forms must be received via Adobe Sign in the Office of the Provost and Vice President for Academic Affairs (provost@csub.edu) at least three weeks before funds are needed.** The Provost will fund up to the following amounts per academic year for full-time tenure-track or tenured faculty who are presenting, (co)chairing, moderating, or participating in a panel at an approved peer reviewed conference or workshop. Additional funding may also be available from your department, dean, or other sources (GRaSP, FTLC, etc.). Visit [https://www.csub.edu/bas/paymentservices/\\_files/travel\\_policy.pdf](https://www.csub.edu/bas/paymentservices/_files/travel_policy.pdf) for the university's Travel Policy and Procedures. Travel expenses (or approved accruals) must post to the year in which they are requested in order to count for toward that fiscal year's Faculty Development Funds award.

	Select One	Maximum Amount/AY
Assist/Assoc Professor	[    ]	\$1,500
Full Professor	[    ]	\$1,000

**Faculty:**

*Name*

*CSUB ID*

*College/Area*

*Department*

**Conference/  
Workshop,  
Location:**

*Conference Name & Location*

*Dates of Travel*

**Description of opportunity and impact on teaching/scholarship (supporting documentation must be attached):**

**Estimated Expenses:**

Registration	\$	<input type="text"/>
Lodging	\$	<input type="text"/>
Int'l Insurance	\$	<input type="text"/>

Transportation	\$	<input type="text"/>
Miscellaneous (per diem, parking, etc.)	\$	<input type="text"/>

**TOTAL ESTIMATE**

\$

**Funding Sources (if not requesting funds, please indicate \$0):**

	<u>AMOUNT REQUESTED</u>		<u>AMOUNT REQUESTED</u>
Department	\$ <input type="text"/>	Provost	\$ <input type="text"/>
Dean/College	\$ <input type="text"/>	Other (FTLC, grant, etc.)	\$ <input type="text"/>

**Chartfields:**

	<u>BUS UNIT</u>	<u>FUND</u>	<u>DEPT ID</u>	<u>ACCT</u>	<u>PROJ</u>	<u>PROG</u>	<u>CLASS</u>	<u>AMOUNT APPROVED</u>
Department	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Dean/College	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Provost	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other (FTLC, grant, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

**Approvals:**

Dept Chair\*

<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Dean\*

<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Other (FTLC, grant, etc.)

<i>Name</i>	<i>Signature</i>	<i>Date</i>
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Provost and VPAA

Deborah Thien, Ph.D.

<i>Name</i>	<i>Signature</i>	<i>Date</i>
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\*Required prior to submitting to the Office of the Provost and Vice President for Academic Affairs via Adobe Sign (provost@csub.edu).