

**Teaching and Professional Growth Committee Funding Request Form**

**Beginning 8/1/22, faculty may request up to $800 for attending, moderating, or holding an office at a conference; presenters, researchers, etc. may request up to $1350 in travel. The maximum amount received by any faculty member in a given year cannot exceed $1350. Travel requests are honored as first come/first serve by the T&PG committee; once all funds are expended, no more requests will be honored.**

Applicant:

*Response*

*Response*

Date of Application:

*Response*

Department/Position:

*Response*

Event:

*Response*

*Repsonse*

Date of Event: Location of Event:

Please indicate your purpose for attending the event from the list below:

*Response*

ss Presenter: Name of Presentation

*Response*

Moderator/Officer: Office Held

Attendee/Participant

Attendee/Participant: (Attending a conference of broad disciplinary interest and will share insights from the conference with the campus community in a public forum)\*

*Response*

Course Work/Name of Course

*Response*

Original Research: Project Title:

Rationale for Request:

For this category please also describe how this conference will be of broad interest to other constituents on campus and describe how you will present insights from the conference to the Tusculum University community.

**Total Amount Requested:** $

*#*

Itemized Summary:

*#*

Registration Fees: $

*#*

*#*

*#*

Hotel/Lodging nights@ $ per night $

*#*

*#*

*#*

Transportation: Airfare $ / Mileage, @ $.30 per mile $

*#*

*#*

Meals: days @ $25.00 per day maximum $

*#*

Parking: $

*#*

Other: $

**Form of Compensation: (Please choose *either* Travel Advance or Reimbursement)**

**Y/N**

A) I will be seeking a Travel Advance

*Response*

*#*

Advance Requested: Amount $ Date Needed:

1. After having received notification that the funding request has been approved, go to Accounts Payable and complete a Request for Travel Advance Form.
2. Attach a copy of the scanned, approved T&PG Request Form with **all signatures**.
3. **All requests for advances must be submitted two weeks prior to the date funds are actually needed.**
4. Keep all receipts to document expenses for advanced funds.
5. After the event, fill out a Travel Advance Expense Report Form from with Accounts Payable and attach all original receipts.
6. Return any unused funds to the Accounts Payable upon your return.
7. Obtain a receipt for any money returned to the Business Office and attach the receipt to the Travel Advance Expense Report Form
8. You will be responsible for any funds not documented through the receipt process.
9. All Travel Advance Expense Report Forms must be returned to the Provost’s office for final approval.

B) I will be seeking reimbursement after the event

**Y/N**

1. Attend the event and pay for the expenses with your own money.

2. Save all receipts to document expenses.

3. Upon return, go to accounts payable and complete a Request for Expense Reimbursement Form, and attach all original receipts.

4. Attach a copy of the scanned, approved T&PG Request Form with **all signatures**.

5. Return the Request for Expense Reimbursement Form to the Provost’s office for final approval.

6. A check will be mailed to the address you indicate.

7. You will be responsible for any funds not documented through the receipt process.

**It is the applicant’s responsibility to consult first with the department chair and/or dean should the possibility exist that the development opportunity might affect the performance of work responsibilities. The committee’s recommendation is only for funding and does not constitute a recommendation of time off or of the use of any other Tusculum resources.**

Signatures Required:

Applicant: Date:

T & PG Chair: Date:

Provost: Date:

**Amount Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**It is the responsibility of the faculty member to follow-up with the Business Office concerning the Travel Advance or the Reimbursement for travel.**

**Application Process for Faculty Development Funds**

1. Faculty requesting funds must complete and submit the *T&PG Funding Request Form* (above). This form is available to faculty through the Quick Links in the Faculty Resources in Canvas.
2. The *T&PG Funding Request Form* must be completed and submitted to the Chair of the Teaching and Professional Growth Committee prior to obtaining funding. No funds can be requested retroactively.
3. The Chair of Teaching and Professional Growth will forward the Request Form to the Provost’s office for consideration and signature.
4. All signatures listed on the Request Form are required before consideration for funding.
5. Be sure to indicate on the Request Form that you will be either seeking a travel advance or reimbursement after the event.
6. Upon approval of funding, the Academic Affairs Office will notify the applicant that funds have been approved and will email the applicant a scanned copy of the form. Note that the amount approved by the committee is listed below the signatures on the line, “**Amount Approved.**”
7. Faculty are responsible for going to Accounts Payable to either request a travel advance or request reimbursement.
8. Faculty must complete and submit a separate form for each request.
9. Faculty may refer to the Faculty Handbook for additional specifics for professional development funding.

**Original Research**

Requests for funds to conduct original research must include the following additional documentation in the form of a prospectus.

* Title of research project
* Statement verifying that the research project represents original work and has not been published, whole or in part, in a journal, book, conference proceedings, or government publication with a substantial circulation
* Proposal/rationale indicating how the information gained benefits a larger project or thesis
* Plan for disseminating and presenting the results of the research project to the Tusculum University community and broader community as appropriate
* Validation that research on animals or humans have been reviewed and approved by Tusculum University Institutional Review Board, prior to participation in a study or conducting research
* Indexing and other publishing related items are considered as a part of Original Research eligible for funding.
* This option cannot be used for materials, equipment, software, or other like items.

Revised 7/28/22