

Faculty Development Grant Application (Bass)

Important

Applications are due to the Provost (with your dean's approval and signature) at least six weeks prior to the date of travel and/or proposal start up.

All expenses (including Texas Wesleyan University credit card charges) being charged to Bass account must be approved and signed by the Provost prior to going to the Business Office and/or Purchasing.

All University employees must adhere to the policies and procedures outlined in Section 8.0 TRAVEL of Texas Wesleyan University's Budget and Finance division's procedures manual **Money Matters**. Copies of this policy are available in your dean's office or in the provost office at ext. 4405.

If your application is approved, you are required within 30 days of completion of travel or project to submit to your dean and the provost a report summarizing your trip/proposal to include an evaluation statement regarding the personal and professional benefits you received as a result of this Bass grant.

In keeping with general University policy, it is anticipated that individuals will accept responsibility for professional development. To the extent possible, and within the general limits of the Faculty Development Fund, the University will assist those projects and proposals which offer reasonable assurance of benefit to the individual and to the University. Only in rare circumstances (such as travel mandated by University officials) will the University defray the entire cost of a professional development activity.

Your Name

Today's Date

Your Signature

Acknowledging the "Important" Information Contained Above

Tenure Status

Your Title

School/Department

Title of proposal (i.e., participate in "xyz" conference)

Destination, if travel is involved

Dates Involved

Purpose Briefly describe the purpose of your proposal: the professional development activity which will occur and the instructional benefits. Please be specific as to teaching areas or courses which will be affected (attach additional sheets, if necessary).

Itemize Requested Funds

Transportation:	_____
Lodging:	_____
Meals:	_____
Registration:	_____
Misc:	_____
Total:	_____

Other sources of funds: Specify whether you have requested and/or been assured of receiving funding from your school/department transportation funds:

Yes, Amount \$ _____ No

Source: _____

Dean/Department Head Approval

Approved/Disapproved _____	_____
	Date
Approved Amount: _____	

Provost Approval

Approved/Disapproved _____	_____
	Date

Distribution of Completed Form with Approvals/Disapprovals:

- Requestor Dean/Department Head Business Office Faculty File Bass File