**Request for faculty Professional Development funding**

**Yorkville University, New Brunswick, 2024**

Date:

Faculty member’s name:

Name of program chair:

* 1. **Description of the activity for which support is asked and an explanation of how the activity is related to the individual’s professional, teaching, or scholarly work.**
  2. **Verification (e.g., acceptance letter from event organizers of journal publisher) of the individual’s role in the activity (e.g., participant, presenter, discussant, panel chair)**
  3. **Verification that the individual will be participating as Yorkville University Faculty or Academic Administrator**
  4. **If support is sought for presenting at a conference, the abstract or submitted description of the presentation (if available)**
  5. **If support is sought for page fees or publication costs, details about the journal and verification from the University Librarian that the journal charging the fees is a legitimate open-access journal**
  6. **A budget of anticipated expenses including travel, meals, registration fees, accommodation costs, and all other incidentals.**
  7. **Names of other sources from which the applicant is seeking funding for this undertaking:**

Administration use only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program chair name:**

**Date:**

**Comments:**