**APPLICATION FOR GENERAL EDUCATION ENGLISH FACULTY DEVELOPMENT GRANT**

Requests for funding will be considered throughout the fall and spring semesters, whenever the General Education English Committee meets. All requests should directly relate to either the General Education courses you teach or for the work you do for General Education English. Please apply well in advance of your proposed travel. You must submit a **travel authorization form** prior to travel and a **claim for travel expenses** when you return.

Name(s) of Applicant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GTA \_\_\_ Adjunct\_\_\_\_ FTT\_\_\_\_ Tenure-T\_\_\_ Tenured \_\_\_\_ MTSU start date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT DESCRIPTION & STATEMENT of OBJECTIVES:

If you have any accompanying materials (brochure, website announcement, etc.), please attach.

BENEFITS OF THE PROJECT:

A. TO THE FACULTY MEMBER (Explain how this will develop you as a teacher):

B. TO THE PROGRAM (Explain how you will disseminate your knowledge to others, e.g.

email to listserve, small group workshop, presentation at curriculum meeting):

Have you received funds for faculty development before? Yes/No When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please state how you disseminated your knowledge to others in the program:

PROPOSED BUDGET FOR THE PROJECT:

Please attach your completed travel authorization form. Also, if you are eligible for travel funding through the department and/or graduate studies and have exhausted that funding, indicate amount and project funded.

Please see <http://www.mtsu.edu/boffice/travel.php> to find the form for the CONUS Per Diem form.

Other resources you may find on this page include: Travel Expenses Claim, Travel Expenses Claim (Mileage Only), Travel Authorization Request, Travel Roster and Certification (Team/Group Only), and the Daily Expense Log.

OTHER POSSIBLE FUNDING OPPORTUNITIES:

Other possible funding opportunities exist. Please also consider obtaining support from these following places:

The College of Graduate Studies

EGSO Student Activities Fund

MTSU Motor Pool

Title IX’s Access and Diversity Grants (for faculty and staff only): https://www.mtsu.edu/iec/access\_application.php

LT&ITC Faculty Development Grant: http://www.mtsu.edu/ltanditc/grants/faculty-development.php

TOTAL FUNDS REQUESTED:

SIGNATURES OF APPROVAL:

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Funds Authorized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: