Total Amount Requested: $ Revised 08.21.25

**FACULTY DEVELOPMENT**

***Application for funding***

The Faculty Development Fund is designated to support projects or activities that will enhance teaching or contribute to the development of a scholarly or creative research project. Professional memberships or subscriptions will not be supported by this fund. Activities that are supported by Faculty Development Funds include, but are not limited to the following: ​

* Conference travel (preference is given to those presenting scholarly or creative work or participating in the conference program)
* Workshops or symposia: support for acquisition of specialized skills or knowledge of new methods, theories or technologies that will enhance teaching research or creative activities
* Conferences or workshops to enhance student-centered teaching in the disciplines
* Activities to support or enhance collaborative or interdisciplinary teaching content or research
* Support for linking teaching, scholarship or creative activity to public engagement or community partnerships.

**Please read** [**HELPFUL HINTS**](http://college.wfu.edu/research-scholarship-creativity/funding-opportunities/) **found on the** [**Faculty Funding site**](http://college.wfu.edu/research-scholarship-creativity/funding-opportunities/) **prior to completing this application.**

Name:

Department:

Academic Rank:

**Project Details:**

*(All fields will expand as you type)*

1. Project description and significance to the field: Proposals should be written for educated non-specialists and should be free of jargon.

*(Describe your project in the context of a larger research agenda, both in terms of your past work and future trajectory.)*

1. Proposed Activities:

*(Describe in detail what activities will be accomplished, keeping in mind the activities that can be supported by this fund.)*

1. Expected Outcomes:
2. Proposed Project Duration: From: (Start Date) To: (End Date)

* *Include a detailed timeframe outlining activities to be undertaken and projecting when the project might be completed.*
* *If you have other commitments or overlapping obligations during the proposed project period, please indicate how your time will be allocated.*

1. Have you applied for external support for this project? If yes, please provide the funding source to which you have applied and the status of your application:
2. **\*\*REQUIRED:** **applications that do not respond to this question will be rejected.\*\***

Have you applied for Humanities Institute, Provost travel funds and department funding for this project?  no  yes, concurrent application  yes, funds are expended

If yes, which fund and how much? Departmental and Provost’s travel funds must be either expended prior to application for Faculty Development Funds or requested concurrently to offset the total cost of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Fund |  | Amount | $ |
| Name of Fund |  | Amount | $ |
| Name of Fund |  | Amount | $ |

1. Detailed budget including supporting documentation regarding travel and lodging cost (see sample budget below):

|  |  |  |
| --- | --- | --- |
| **Sample Itemized Budget** | | |
| **Destination:** | **Travel Dates:** | |
| **Description of Expense** | | **Amount** |
| Roundtrip airfare ticket (example GSO-London) | | $ |
| Transportation (mileage, streetcars, bus, train, etc…) | | $ |
| Conference Fees (registration, etc…) | | $ |
| Hotel (amount per night multiplied by number of nights) | | $ |
| Meals and Incidentals:  $50 Domestic; $75 International  (Hotel reimbursements may not go over rate of conference hotel) | | $ |
| Miscellaneous (photocopies, microfilms, library fees, supplies etc…) | | $ |
| **Total Amount Requested** | | $ |

1. Previous Internal Award History (please indicate awards received in the past 4 years):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Archie Fund | Year |  | Amount | $ |
| Faculty Development | Year |  | Amount | $ |
| Research and Publication | Year |  | Amount | $ |

1. Please attach a current CV to this application.

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*Signature of Applicant* Date

**To be completed by Department Chair:**

|  |  |
| --- | --- |
|  | This project should be funded |
|  | This project should be partially funded |
|  | This project should not be funded |

**Please provide the rationale for your recommendation:**   
Chairs are asked to vet proposals to ensure that applicants have provided all information requested above, and that it is comprehensible to an educated audience of non-specialists. Chairs should indicate whether they endorse the particular project proposal in terms of its teacher-scholar relevance, viability, and necessity. In the case of conference travel or funding requested to support performance or exhibition of creative work, the chair is asked to provide an evaluation of the quality and selectivity of the conference, workshop or exhibition venue.

**Please provide your rationale here:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Department Chair or Equivalent* Date

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of Department Chair or Equivalent*

*Document to be submitted by department chair to* [*Carol Sowers*](mailto:sowersc@wfu.edu)*.*