

Center for Creative Instruction (CCI)  
Facul-TE Award Proposal

Name:  
Department and School:  
Date of Submission:  
Date of Project:

1. Have you received a FaculTE Award before? \_\_\_\_\_  
Semester/year of last FaculTE Award \_\_\_\_\_

2. Please describe the activity for which you seek FaculTE funding.

3. Provide a tentative budget. Please list your full budget in the middle column. Use the column to the right to note how much you are requesting from the CCI and where the money will be used.

<b>Expenses for Facul_TE Conference Project</b>	<b>Estimated Charges:</b>	<b>Funding Requested from CCI:</b>
Lodging and Meals		
Personal Vehicle Miles _____ x Rate _____		
State Vehicle Miles _____ x Rate _____		
Air, Bus, Train Fare		
Registration Fee		
Miscellaneous Fees—Tolls and Expenses		
Total Estimated Cost of conference		

Please send your completed form with supporting documentation in both electronic and hard copy to Dr. Caron Collins, Center for Creative Instruction, Crumb Library, [collincl@potdam.edu](mailto:collincl@potdam.edu)

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<b>Expenses for Non-conference Facul_TE project</b>	<b>Estimated Charges:</b>	<b>Funding Requested from CCI:</b>
Local Workshop Fee		
Online Workshop Fee		
Resources or Materials		
Total Estimated Cost non-conference project		

4. Explain how this proposed activity is conducive to the improvement of teaching and active learning strategies in the classroom and college environment. (Note: These funds may be used for such activities as travel to workshops or conferences that directly relate to the individual's teaching, on-line faculty development courses, sponsoring on-campus workshops or speakers for faculty, and teaching materials.) Attach relevant documentation such as abstracts, conference or workshop descriptions, materials brochures, etc.

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