

## Professional Development Grant

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Rank: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project Title: \_\_\_\_\_

Requested Amount Total: \_\_\_\_\_

Project Proposal: Write a 200-word summary of the project explaining its importance, contributions and impact on the college.

Impact on career and students: Describe in 200 words maximum the positive impact this project poses to your career and students.

How you will share the results of your findings with your colleagues? With a 200 word maximum, you can for example provide a FLEX week presentation.

Budget, Itinerary and Timetable: Provide an itinerary and timetable with a detailed budget where you itemize the expected expenditures in order to carry out the project, such as transportation, food and hotel expenses.

Is your project receiving funding from any other source? Is yes, explain source and amount.

Signature of Applicant: \_\_\_\_\_

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

**Criteria:** All applicants must be full time employees and interact in some way with students. In addition, all grant money will be awarded for projects strongly related to professional development that directly impact the mission of the college and the success of our students.

**Application Guidelines:**

- Please limit each category to 200 words maximum.
- The question regarding how you will share the results of your findings with your colleagues should include the current outlets already in practice at the college such as: FLEX presentations, brown bags, Department presentations, the Levan Institute, etc.
- The proposed budget, itinerary and timetable sample is provided below:

Budget

<u>Item</u>	<u>Estimated Cost</u>
Housing	800.00
Food	500.00
Round Trip Airfare	1450.00
Visa Application	150.00
In-Country Travel Expenses	300.00
Institution Fees and Collection of Material (museum, theatre and cinema tickets, copies, photographs, films, etc.)	300.00
Personal Expenses	400.00
Total:	3, 900.00

Itinerary and Timetable

Week #1 May 15-21:

- Travel to Salvador and establish
- Research 1998-2003 theater

Week #2 May 22-June 1:

- Research 1998-2003 newspapers

Week #3 June 2-8:

- Research 1999-2002 political changes

Week #4 June 9-15:

- Research 1999-2002 social movements
- Return to the U.S