

## FACULTY DEVELOPMENT FUND PROPOSALS:

### What to Include in Your FDF Conference Attendance Proposal

Title of Proposal:

Name of conference specified

Dates of attendance clearly specified, including travel days and conference attendance days

Site of conference specified

Purpose for attending conference related to professional development and not just for paper presentation

Specific professional experiences to be engaged in clearly described

Specific professional development short term benefits to faculty member clearly described

Specific professional development long term benefits to faculty member clearly described

Benefits to School of Education clearly described

Detailed budget summary, which justifies any unusual requests, and which addresses **state-allowed** per diem for hotel and food, travel costs (i.e., airfare, mileage, taxi/shuttle, parking), conference registration, included

Date by which written report will be submitted is within 30 days of completion of trip

Appendix includes (as appropriate):

Letters that document other funding sources (i.e., dean support letter, grant funds, FRF, etc.)

List of possible sessions (or topics) to be attended

Proposal does not exceed five pages in length

