

FACULTY TEACHING PROFESSIONAL DEVELOPMENT Application

Purpose

Teaching professional development funding is to enhance teaching, including attending a conference about developing teaching, a class, workshop, technique or materials, etc. Submissions will be prioritized that are innovative and have strong intellectual merit, such as learning a new pedagogy via training available outside of UND (versus trainings available at UND via TTaDa).

Timeline: (recurring annually)

- Nov 1 for purchases between Aug 16-Dec 31
- Feb 1 for purchases between Jan 1-May 15
- April 1 for purchases between May 16-Aug 15

Please submit the completed application form electronically to lesli.riskey@UND.edu

Today's Date: _____

Applicant: _____

Department: _____

UND Mailing Address (include office #): _____

Telephone(s): _____

Email Address: _____

Descriptive Title of Professional Development:

Purpose of Funding (include event name if travel):

1. **Explain the professional development** (up to 200 words). State what you propose to do.

Faculty Teaching Professional Development Application

2. **Statement of the significance** (up to 200 words). State what course(s) this will apply to, teaching frequency, and significance to program(s) and college overall.

3. **Budget:** Provide detailed information regarding the expenses of your project or complete the CEHD Travel Worksheet providing all detailed information about the costs of your trip. For requests greater than **\$500**, specify the item(s) that are your top priority for RFD funding.

4. **List other sources of funding being sought.** Identify the funding sought or received from other sources. Provide both the amount and the source (i.e., department, grant, etc.). **Attach applications and awards letters.**

SOURCES	AMOUNTS	STATUS
Source 1:	\$	Status:
Source 2:	\$	Status:
Source 3:	\$	Status:
TOTAL FUNDING	\$	

5. **Applicant Assurances:** If awarded RFD research funding, I agree to present my work at the annual CEHD Research Fair or another college-based venue. Only one award per person per academic year is allowed.

Signature of Applicant _____