**School of Math, Science, and Engineering**

**Funding for Professional Development/Travel Activities**

*Please complete this form and submit it to your supervisor (Associate Dean or Dean) as soon as possible prior to the event. Please include links to (preferred) or attach any additional sources or documentation to support your request (conference agenda, registration information, etc.) Typical requests ask for funding to attend national/local conferences and workshops/ trainings or other professional activities such as bringing in a speaker.*

*Professional development activities are funded using the fiscal year,* ***July 1st -******June 30th*** *of any given year. Any MSE full-time faculty member, and any MSE part-time faculty member who has veteran status (at least 7 semesters of teaching at CNM), are eligible to submit requests for funding. Individual faculty may only submit one request for the funding cycle. Amounts awarded depend on the total number of requests in relation to the total budget available for professional development and may not cover all costs for the professional activity. Typically, this factor means requests submitted later in a fiscal year may not receive as much funding or any funding as the budget for travel and professional development is depleted. For best consideration, submit proposals by the end of summer term.*

*Requests will be reviewed by the MSE Dean and Associate Deans using the criteria below. That group may confer with Chairs or other faculty if additional review is needed.*

The following criteria will be used to guide the process of awarding funds:

* full-time or part-time faculty
* number of faculty requests per department/discipline
* relation to discipline/courses taught or mission of MSE and CNM
* role of faculty (conference participant, presenter, organizer, officer, panelist, etc.)
* plan to share with department/school faculty
* prior funding for professional development within last 3 years
* priority of conference, such as required for articulation (based on CNM, School, or department identification)

**Instructor Name: Dept/Discipline:**

**Total $ Amount Requested: Today’s Date:**

**Have you received CNM funding for a professional development activity in the last three years?**

**If yes, what activity was funded and when?**

**If you are requesting funding for conference/travel, will you still attend if your request is only partially funded?**

**If requesting funding for conference/travel, please research the estimated the costs:**

**Activity registration fee: $**

**Flight/transportation: $**

**Car rental/shuttle/taxi: $**

**Hotel: $**

**Meals: $**

**Other (please specify) $**

>>>>>>>>>>>>>>>>>>>>>><<<<<<<<<<<<<<<<<<<<<<<<

**If requesting funds to bring in an outside speaker or trainer, please provide an estimate of the costs:**

**Speaker/Trainer Fee: $**

**Flight/transportation: $**

**Car rental/shuttle/taxi: $**

**Hotel: $**

**Meals: $**

**Other (please specify) $**

>>>>>>>>>>>>>>>>>>>>>><<<<<<<<<<<<<<<<<<<<<<<<

**Pertinent link(s) for activity /speaker/training:**

Please provide a description of the professional development activity you are requesting funding for. If you are requesting funds to attend a conference, please include the title of the conference, location, anticipated types of sessions you will be attending, and your role in the conference (participant, presenter, organizer, officer, panelist, etc.).

Describe what you anticipate to gain, and what CNM will gain, from this professional activity, and how you will share “learnings” from this activity with your discipline colleagues or other MSE or CNM faculty (examples: brown bag lunch, CTL workshop, MSE meeting break-out session, department activity).