

**FACULTY APPLICATION**  
**Professional Development Committee (PDC)**

**Instructions:**

1. Complete the application form, making certain to indicate any previous funding from the PDC.
2. Prepare a proposal for your project that includes a description of the professional opportunity.
3. Include budget information detailing the costs directly related to the research, performance, or presentation. This should include hotel, transportation, and/or project fees (**no per diem or food allowance**).
4. Attach a letter of support written by your department chair. Your department chair may also send this directly to [academicaffairs@esm.rochester.edu](mailto:academicaffairs@esm.rochester.edu). Please notify your department chair of your request in a timely manner so the letter can also be submitted by the given deadline. If you are a current department chair you can submit your application without a letter of support.
5. Full-time faculty **MUST** demonstrate professional opportunity/need beyond the annual allocated professional development amount of \$800. Part-time faculty should describe how this opportunity is related to their current teaching position at Eastman.
6. If the professional opportunity involves international travel, you **MUST** register with the University's Office of Global Engagement. Please visit <http://www.rochester.edu/global/travel/> to access the University's travel registry and provide information about your travel plans.
7. Save the completed application as a **PDF (Last name, First name)** and send as an e-mail attachment to [academicaffairs@esm.rochester.edu](mailto:academicaffairs@esm.rochester.edu).
8. Incomplete applications will not be considered. Be sure all required items are included.

**Guidelines:**

1. For the 2021-22 academic year, the PDC deadlines will be on the first of the month for October, November, December, and February-June. An email announcement will be sent several weeks before each due date. Decisions made by the committee will be announced via email.
2. Faculty approved for funding **MUST** submit receipts (within 45 days) following the event or experience and will be reimbursed up to the level specified by the PDC. If you are submitting receipts to your departmental assistant to be processed, please allow for **extra time** to prepare and gather signatures.
3. School funds may not be used to support travel for which an honorarium is paid, unless expenses greatly exceed the honorarium received.
4. Higher priority will be given to faculty members applying for first-time funding.
5. Retroactive applications **may not** be submitted. For example, if your project occurs on May 15, you must submit a request for funding by the April 1 deadline.
6. Funding will be given in roughly equal amounts. In order to support more applicants, there is a \$800 cap on faculty requests. Exceptions may be approved for special cases or for proposals involving international travel.



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

Name of proposed project or event: \_\_\_\_\_

Does your proposal involve international travel?     YES     NO

Did you register with the University's online travel registry (see instructions for details)?     YES     NO

Type your proposal here:

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Provide a detailed listing of your proposed budget:

<b>Airfare:</b>	
<b>Lodging:</b>	
<b>Registration fees:</b>	
<b>Car Rental:</b>	
<b>Transportation:</b>	
<b>Mileage or Gas:</b>	
<b>Other:</b>	
<b>Other:</b>	
<b>Other</b>	
<b>Total estimated expenses:</b>	

\* Please note, food/per diem will NOT be funded. Please do not list this in your budget or submit receipts.

\*\* The University will reimburse mileage OR gas receipts, not both.

**COVID-19 Information**

*You must complete this section if requesting funding that includes a travel related subsidy*

Method of travel (personal vehicle, rental vehicle, plane, train, bus, etc): \_\_\_\_\_

Origin of travel: \_\_\_\_\_ Destination: \_\_\_\_\_

Does your travel plan include any stops in between your origin and destination? \_\_\_ YES \_\_\_ NO

If yes, please list all locations:

How many total travelers are in your party, including non-UR individuals (e.g. family):

Please explain the COVID-19 risk mitigation measures that will be taken during the proposed trip/event: