

**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 \$1300. 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 2024-25 academic year, the PDC deadlines are as follows: October 1, November 1, December 1, February 1, March 1, April 1, May 1, and June 1, as long as funds are available (see attached schedule). 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 an Workday Expense Report within 60 days following the event or experience and will be reimbursed up to the level specified by the PDC.
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. Your application for funding must be submitted prior to the date the activity will occur.
6. Funding will be given in roughly equal amounts. In order to support more applicants, there is a cap on faculty requests. Exceptions may be approved for special cases or for proposals involving international travel.

<b>Submission Deadline</b>	<b>Applications accepted for activities occurring in:</b>
October 1, 2024	October 2024 November 2024 December 2024 January 2025 February 2025
November 1, 2024	November 2024 December 2024 January 2025 February 2025 March 2025
December 1, 2024	December 2024 January 2025 February 2025 March 2025 April 2025
February 1, 2025	February 2025 March 2025 April 2025 May 2025 June 2025
March 1, 2025	March 2025 April 2025 May 2025 June 2025
April 1, 2025*	April 2025* May 2025* June 2025*
May 1, 2025*	May 2025* June 2025*
June 1, 2025*^	June 2025* July 2025^ August 2025^ September 2025^

\*should the PDC reach the limit of its funding before the end of the fiscal year, applications will be closed for the remainder of the fiscal year (through June 30)

^applications for activities beginning in the first three months of the new fiscal year (beginning July 1) will always be accepted and reviewed at the June 1 deadline



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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>Local 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.