

Full-Time Faculty Professional Development Fund Request Form

Instructions for Section 1: To be completed by the faculty member requesting funds and submitted to his/her/their associate dean. All fields are required. Additional information may be requested.

Section 1A - Faculty Information

Last Name:______Academic Unit:_____

Section 1B - Professional Development Activity

Provide brief information regarding the professional development activity. For each activity, provide: 1. Type (meeting, conference book purchase, etc.), 2. Title (of event, book, etc.), 3. Host (organization, etc.), and 4. Activity/ Expense Date(s). Please refer to the **SPS Full-Time Faculty Professional Development Fund Policy** and the **NYU Travel and Expense Policy** for guidance on qualifying use and appropriate expenses.

Section 1C - Allocation and Expenses

Provide an itemized cost breakdown of planned expenses for the total dollar amount requested. Attach an additional page if necessary. Amount column may be an estimate. Professional development expenses incurred in excess of \$2,500 in any given academic year are considered the responsibility of the faculty member.

Expense Description		Amount
	Total Expense	
	Total Amount Requested	

Section 1D - Faculty Member's Signature_

INSTRUCTIONS FOR SECTION 2: To be completed by the associate dean. All fields are required.

Section 2 - Associate Dean's Signature	Date
Office of Faculty Affairs Use Only	
Date Received	
Expenses Reviewed	

Date