



Academic Affairs

PROFESSIONAL DEVELOPMENT & CONFERENCE GRANT APPLICATION

ALL PROFESSIONAL DEVELOPMENT REQUESTS MUST BE APPROVED BY THE DEAN or CHAIR AND THE PROVOST. See Section 4.8 of the Heidelberg University Faculty Manual.

COMPLETE THIS FORM AND SUBMIT TO THE VP FOR ACADEMIC AFFAIRS FOR APPROVAL PRIOR TO REGISTERING FOR THE REQUESTED EVENT.

An incomplete form will be returned to the applicant for completion

DATE SUBMITTED: _____ NAME: _____

DEPARTMENT: _____

NAME OF CONFERENCE: _____

DATE OF CONFERENCE: _____

LOCATION OF CONFERENCE: _____

FACULTY OBJECTIVE FOR ATTENDING CONFERENCE: In addition to your narrative that describes how this conference informs your teaching and/or connects with your ongoing scholarship, please attach a descriptive brochure/printout with your application. If you are presenting a paper or serving as an officer in the organization, state the title of the paper or the name of the office.

Please check one: Presenter Officer or Committee Member Attendee

ESTIMATED CONFERENCE COSTS:

WHAT FORM OF PAYMENT WILL YOU BE USING (be specific) _____ (Heidelberg or Personal Credit Card; Other)

Table with 2 columns: Category (REGISTRATION FEE, MEALS, MILEAGE, TRANSPORTATION, LODGING, OTHER, TOTAL) and Amount (\$ _____)

APPROVED BY:

SIGNED: _____ DATE: _____ Department Chair or Dean

SIGNED: _____ DATE _____ Vice President for Academic Affairs and Provost