

Faculty/Staff Funding Request of the Dean

ONLY complete this form for a funding request **apart from** the fiscal year faculty/staff professional development dollars currently set at \$1000 for faculty and \$450 for Staff.

Download and **complete sections A and B** in the fillable PDF using **Adobe Acrobat**.

A. Applicant Information

Name

Email

 Phone No.

School/Department

1. Provide a detailed rationale for the requested funds.

2. How does this support your plan of work or professional development?

3. How will this impact students/faculty/staff success? What specific outcomes do you expect to see?

4. Are you receiving any additional funding outside of the College of Art and Design? ☐ Yes ☐ No
If yes, please provide funding source and amounts.

B. Budget Estimate

All budget figures must be well-researched, documented, and competitively priced. If traveling, follow the travel policies summarized at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>

▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____
▪ _____	\$ _____

Subtract any unused CAD professional development dollars - \$ _____

Subtract any additional funding received outside of School/Department (FEAD Grant, IPI, Advance, etc.) - \$ _____

Funding Request Total \$ _____

C. To be completed by the School Director/Supervisor

Check one:

<input type="checkbox"/> Yes, I support this request and: <input type="checkbox"/> fully fund or <input type="checkbox"/> partially fund	\$ _____
<input type="checkbox"/> Yes, I support this request, but have no funding available.	\$ 0.00
<input type="checkbox"/> I do not support this request. Provide a rationale.	\$ 0.00

Funding Request Remaining Balance \$ _____

School Director/Supervisor Signature

If additional funding is still requested, please submit this completed form to the Dean's office (Michele Washburn) for the Dean's review.

D. To be completed by the Dean

Amount Funded by the Dean \$ _____

Dean's Signature

If the Dean approves the request, the Applicant, School Director/Supervisor, and CAD Finance will be notified. Awarded funding MUST be used in the current fiscal year. Please submit this document along with expenses to your School/department.