

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.

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

A. Applicant Information Name			
Sc	hool/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

•	\$		
•	\$		
•	\$		
•	\$		
• <u></u>	\$		
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:			
Yes, I support this request and:	\$		
Yes, I support this request, but have no funding available.	\$ 0.00		
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.