

**Professional Development Grant Application**

**Due 1 November**

**Name:**

**Department:**

**Title of Project:**

**Funding Level request.**

A helpful reference is the [document describing the 3 funding levels](https://drive.google.com/file/d/1OH3ghIFvSta8QBfAVWwle8d3KNr-Um96/view?usp=sharing) which can be found on the faculty development webpage (under “faculty resources” off the Provost’s website).

**[ ]  Please check here if this is your first time applying for a professional development grant.**

**Use of funds** (check all that apply):

[ ]  Stipend

[ ]  Expenses

[ ]  Student researcher stipend

**Brief summary of project** (up to 300 characters; may be included in provost office reports to both internal and external audiences)

**Description of project including background, goals, and outcomes** (up to 1000 words).

**Rationale for the funding level request** Please explain why the scope and anticipated scholarly products justify the level of funding requested. (Refer to the document described, above, under “Funding Level Request.”)

**Appendices**

* Up-to-date curriculum vitae
* Itemized budget for how all funds will be spent.
* If requesting release time, a load report from the department chair accounting for a reduction to your load. (Spreadsheet for the load report available from Eileen McMahon McQuade);
* A description of previous professional development or sabbatical funding grant projects from the last 5 years and a summary of the scholarly products (i.e., publications, presentations, performances, etc.) that resulted from each.

**Please submit the proposal and appendices electronically to Leanne Dzubinski (****ldzubinski@westmont.edu****) by Nov 1st.**