WEBER STATE UNIVERSITY

Funding application for virtual events such as conferences or workshops

(Revised: March 6, 2021)

RESEARCH, SCHOLARSHIP AND PROFESSIONAL GROWTH COMMITTEE – <http://weber.edu/rspg>

**Submission Instructions:** Please type a brief description of your conference, workshop, or professional development opportunity. You must include notification of your acceptance to present at the conference, or description of a training event with justification of why you need to attend if you are not presenting. In addition, you must submit proof of the conference cost and obtain your department chair’s approval.

RSPG will only perform 1 reallocation per event with a maximum of $750 (i.e. we will not provide funding for joining the organization itself, stipends, etc.). You may submit for multiple conferences as long as you use a different form for each event. Faculty with events that require more funding, or which occur after the initial funding source is exhausted, are welcome to apply for larger grants in the Fall and Spring semester including Hemingway, Instructional Improvement, and Research /Travel Grant. Submit one signed copy to the Committee Chairperson in pdf format after obtaining department/dean approval.

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| EVENT: | EVENT DATE: |
| REASON: (presentation or other capacity) | |
| NAME OF ATTENDEE: | |
| DEPARTMENT: | |
| EMAIL ADDRESS: | MAIL CODE: |
| CONFERENCE OR WORKSHOP FEE : | |

**FUNDING SOURCE:** Please indicate if you are New Faculty (i.e. tenure-track within the first two years), contract faculty (tenured, tenure-track, instructor), or adjunct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief description of conference, workshop, or professional development opportunity. If not presenting, please explain the rationale for attending. (Not to exceed 250 words) Proof of acceptance and proof of registration costs are required.**

**TRAVEL AUTHORIZATION:**

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**DEPARTMENT OR DIVISION CHAIR SIGNATURE DATE**

(Required for all proposals)