

**UHV FACULTY DEVELOPMENT GRANT
for Conference Presentation or Publication
Revised: Fall 2009**

Name:

Amount Requested:

PRESENTATION AWARD:

Title, location, and dates of conference:

Describe nature of presentation or participation (attach documentation confirming conference participation):

Registration Fee:

Transportation Fees:

_____ airfare; _____ other fares; _____ parking; _____ mileage (_____ miles x \$0._____ per mile).

Lodging:

_____ nights x \$_____ per night

Meals:

Per diem x _____ days

PUBLICATION AWARD:

--Provide proof of publication.

--These awards are for the faculty member's professional use. They are not in the form of personal pay.

Notes:

- Faculty Development grants are limited to a total of \$1,170 per individual per year.
 - Documentation of acceptance of a conference presentation must be provided with a request.
 - Recognition awards for publication count toward the \$1,170 and are limited to \$600 per year. Articles must be refereed. Books or monographs must be by respected publishers of scholarly or professional works. Documentation of publication must be provided with the request.
- To be eligible for Faculty Development reimbursements, receipts should be submitted within four weeks of travel.
- Requests for expenditures to be incurred during the fiscal year (which ends August 31) should be submitted by July 1. Requests for conference travel or other activities occurring during the next fiscal year will be considered against that year's budget.

(Please note that subvention of publication fees and article submission/review fees are no longer covered by these funds. Members should apply to their school for reimbursements.)

School Dean approval (required):

Academic Council approval: