

# FACULTY DEVELOPMENT GRANT COVER SHEET

Faculty Member Requesting Grant: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Please note that only one funded Faculty Development project is permitted per semester.

Project Title: \_\_\_\_\_

Project Date: \_\_\_\_\_

Project Description (include conference name and location):

**Project Type** (Check all appropriate boxes. See FDG section of Faculty Handbook for clarification of “production participation”. Choose one category per proposal (Conference or Other). Maximum funding for each category is listed next to the category)

Presentation/Productive Participant

National/International (\$1,400)      Southeast (\$1,000)      State (\$600)      Local (\$200)

Research (\$700)

Academic Supplies (\$200)

Training / Workshop (\$300)

**Generalized Budget** Each line must contain a dollar value, even if it is zero.

Line 1: Funding Requested: \_\_\_\_\_

Line 2: Outside Funding: \_\_\_\_\_

Line 3: Departmental Contribution: \_\_\_\_\_ (Chair's initials if not zero) \_\_\_\_\_

Line 4: College Contribution: \_\_\_\_\_ (Chair's initials if not zero) \_\_\_\_\_

Line 5: Total Cost of Project: \_\_\_\_\_ (Verify this is the total of lines 1-4) \_\_\_\_\_

Approvals: Department Chair/Date \_\_\_\_\_ / \_\_\_\_\_

Academic Dean/Date \_\_\_\_\_ / \_\_\_\_\_

VPAA: Previous Grants:      Yes      No      Date of Last Grant: \_\_\_\_\_

Summary on Files?      Yes      No      Date of Last Grant: \_\_\_\_\_

**Budget Detail\***

	Amount Requested	Amount Approved
Registration Fees . . . . .	_____	_____
Air fare . . . . .	_____	_____
(Destination): _____		
Ground Transportation (to/from): _____		
Own Vehicle (Mileage _____ @ 0.70 per mile) . . . .	_____	_____
Rental Car and Related Expenses. . . . .	_____	_____
Hotel ( _____ days @ \$ _____ per day) . . . .	_____	_____
Meals ( _____ days @ \$ _____ per day) . . . .	_____	_____
For in-state and out of state daily maximum meal allowance, please visit:		
<a href="https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG%20Meal%20Allowances%202014.pdf">https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG%20Meal%20Allowances%202014.pdf</a>		
<a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>		
Project Supplies/Equipment (provide details) . . . . .	_____	_____
Other (provide details) . . . . .	_____	_____
<b>Total Cost of Project</b> . . . . .	_____	_____

\*If necessary, attach a separate page with a furthermore detailed budget including all relevant costs.

As per the Faculty Handbook, you are required to attach a summary of the project, including what your participation will be and verification of your participation (ex. A letter of acceptance), if applicable.

Signature of Applicant / Date: \_\_\_\_\_ / \_\_\_\_\_

FDC:            Full Funding            Partial Funding            Denied

Total Funds Approved: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_