OFFICE OF EXPERIENTIAL LEARNING (OEL)
QEP FACULTY DEVELOPMENT SUBCOMMITTEE
APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS
(Conference Related)

Applicant:

Email Address:

School/Department:

Position:

Date:

Purpose of Funds:

☐ Conference Presentation (research paper, poster, etc.; Attach acceptance if any)

☐ Conference Participantion (chair, discussant, etc.)

☐ Conference Attendance

Conference Name:

Conference Location:

Travel Dates: _____ to _____

Total Estimated Cost:

Applicant Signature: _____ Date:

Chair / Dean /
Immediate Supervisor Signature: _____ Date:

Please complete the following application and submit to your Chair / Dean / Immediate Supervisor for signature approval. The Applicant* is responsible for submitting a signed application to the Director of the Office of Experiential Learning via email at experientiallearning@mga.edu by the deadline.**

* While all full time faculty are eligible, priority funding consideration is given to tenure-track faculty members.

** Deadlines are as follow

Fall 2015 - November 1st; Spring & Summer 2016 - March 16th

Applicant:

Date:

My participation and / or attendance at this conference will benefit my professional development as a teacher / scholar in the following way(s):

- [ ] Improve teaching strategies and learn new instruction techniques
- [ ] Stay current on advancements in my field
- [ ] Get feedback from experts in the field and enhance publication potential
- [ ] Collaborate with others in my field and increase my scholarly activity
- [ ] Accomplish my professional goals and responsibilities
- [ ] Directly benefits Experiential Learning at Middle Georgia State University

Briefly explain the significance of the conference to your field, and how participation will benefit students and curriculum with particular attention to experiential learning.
Attach confirmation of participation and supporting documents. (200 words)

Briefly explain how you will share your learning from the conference within our institution (150 words)

Applicant:

Date:

Itemized Budget

Items producing cost (Estimated)

Conference Registration :

Travel to conference (airline ticket cost or mileage cost) :

Other Transportation Expenses :

Meals (calculated per diem) :

Lodging Expenses :

Miscellaneous expenses :

Total Cost :

Sources of funding (Estimated)

Department Unit for Conference Registration :

Department Unit for travel : Note the Office of Experiential Learning prioritizes applications with a minimum 20% departmental contribution

Other :

Total Funds Available:

Total Amount Requested:

Funding Considerations: Check all that apply

☐ I received funding from the MGA Faculty Development Committee last year. Please provide documentation from your annual evaluation or a letter from your chair / dean that indicates the benefits from your conference participation as stated in your previous year application.

☐ I am attending ____ conferences this year.

☐ Part of the conference registration includes my membership in a professional association.

☐ This is an international conference.

Total Amount Approved:

Director of OEL Signature

Date

QEP Faculty Development Subcommittee Chair Signature

Date

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