

# DELTA STATE UNIVERSITY

## Request for Professional Development Funds

Check type of Professional Development Requesting: (one form for each fund)

Kent & Janice Wyatt (Faculty only)

Bryce Griffis (Faculty & Staff)  
\$100 - \$500 Maximum

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Campus Address: \_\_\_\_\_

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

Goal/Purpose of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List specific activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List specific equipment or software as applicable: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Results of prior internal funding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total Cost of Activity: \$** \_\_\_\_\_

If receiving funds from another source in support of this request, please specify:

**Source of Funds:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Source of Funds:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Source of Funds:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

\_\_\_\_\_  
Requester Date

\_\_\_\_\_  
Division/School Chair Date

\_\_\_\_\_  
College Dean Date

\_\_\_\_\_  
Provost/VP-Academic Affairs Date

The funds available to support professional development are (subject to change each fiscal year):

- A) Kent and Janice Wyatt Professional Development Fund
- B) Bryce Griffis President's Endowment Fund

Guidelines for each fund vary in terms of eligibility, use, and application process. The information about each fund is listed below.

### **A) Kent and Janice Wyatt Professional Development**

This professional development fund (for full-time faculty only) is available to support travel to **present** at professional meetings, conferences, or workshops. Proposals should describe how the presentation will have a positive impact on teaching and the faculty member's research agenda as well as any plans for follow-up activities that will occur as a result of this development and any anticipated benefits to your department and/or college/school.

#### Application Guidelines:

- Only one request per faculty member per year for Wyatt funding will be considered.
- Requests must be leveraged with support from other sources including the division/school, the dean's office, and other available sources (faculty research, grants, etc.). This should be reflected on the request form before being submitted to Academic Affairs.
- The final balance of eligible requests may only be **funded up to 80%** (depending on availability of funds).
- Information about the meeting including dates, name and location should be included on the request form.
- Faculty who receive funding are responsible for sharing the results of their work by completing and submitting the Follow-Up Report that is used to compile a report for the donor.

#### Application Deadlines:

Applications will be accepted in the Office of Academic Affairs twice per year, first for fall (projects from September through February) and second for spring (projects from March through May).

#### Application Procedure:

1. Complete the request form
2. Route the form to your division/school chair for review
3. Division/school chair will (1) review each document, (2) if appropriate, sign the form and indicate the amount of support that unit will provide for the project and (3) forward to the college dean. Division/school chair will notify each applicant whose request is not recommended for funding
4. Dean will (1) review each document, (2) if appropriate, sign the form and indicate the amount of support that unit will provide for the project
5. Dean will forward the completed request to Academic Affairs for review by the Research Committee
6. The Research Committee will review and make specific recommendations to Academic Council
7. Dean will notify each applicant and respective division/school head whose request is not recommended for funding

Upon completion of the Kent and Janice Wyatt Professional Development activity, the recipient will complete a follow-up report by June 1<sup>st</sup>. See the “Development Follow-Up Report form at <http://www.deltastate.edu/academic-affairs/forms/>.

### **B) Bryce Griffis President’s Endowment Fund**

The Bryce Griffis President’s Endowment Fund (funding for both **faculty and staff**), provides resource funding to enhance teaching, research, and service activities, or to purchase materials and equipment that will have an impact on your work and contribute to the well-being of the university and the students.

Funding is available for both faculty and staff up to \$500. To request funding, submit a “Request for Professional Development Funds” form which requests:

- 1) The amount of funding requested
- 2) A description of how the funds will be used
- 3) An explanation of the benefit of the expenditure to your professional and academic life, the division/school, college/school, and/or the university.

Application deadlines are identical to the fall deadlines for the Kent and Janice Wyatt Professional Development grant.

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