**Chancellor’s Faculty Development Funds**

**Travel/Professional Development**

The Chancellor has earmarked $15,000 for the purpose of funding the scholarship and professional development of LSUA faculty during the academic year 2017-18. This money will be used to provide faculty with the financial support needed to attend conferences or engage in off-campus professional development activities during the current fiscal year. Please note this funding opportunity covers the entire academic year, therefore, faculty considering fall, spring or summer conferences should apply by the deadline. If there are any unused funds, a call for applications may be announced at the beginning of the Spring semester.

*Please note that Faculty Senate funding for research projects and field trips are included in different processes.*

An ad-hoc committee of the LSUA Faculty Senate will accept applications from faculty members for reimbursable expenses related to participation in professional development programs or conferences. Recommendations of the ad-hoc committee will be forwarded to the Provost. The awards will range in size and may be limited to no more than $1,000 except under extraordinary circumstances. No awards will exceed the actual cost of travel and other allowable expenses which must include documentation. The faculty member must follow all LSU Travel Guidelines. Professional activities may include but are not limited to:

1. Presentations at discipline-specific conferences or professional meetings
2. Travel for the purpose of conducting discipline-specific research
3. Presentations at pedagogical conferences or meetings
4. Attendance at discipline-specific conferences or professional meetings, or active involvement in professional organizations through service as an officer or through participation in a conference as a panelist, discussant, or session chair
5. Attendance at pedagogical conferences or meetings
6. Other scholarly or developmental activities

These funds will not roll over at the end of the fiscal year and must be encumbered and expended in the fiscal year in which awarded; therefore, all travel must be completed by June 30th. **Funds must be used on the travel suggested in the application. Reimbursement is only permitted for expenses incurred and not exceeding the amount approved.** At the end of travel, a report must be submitted to the Faculty Senate President, including the following information**:**

Name of Faculty Awarded Funds; Department; Purchase of travel; Benefit to LSUA faculty/students; and Amount Expended.

All full time faculty and department chairs at LSUA are eligible to apply. Interested faculty members must fill out an application form with supporting documentation and submit it to Melissa LaBorde, Box #33. **The deadline for submitting applications is October 15, 2017 at 4:30 p.m.**

Chancellor’s Field Trip Fund

Application Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Location of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your role in event (check all that apply):

\_\_\_\_ Presenter

\_\_\_\_ Attendee

\_\_\_\_ Officer/Board Member

\_\_\_\_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of event you plan on attending/have attended (attach documentation):

Should include a detailed description of travel, purpose attending this particular professional development opportunity, and benefit to University/Student learning.

Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach itemized list of funds requested including travel, registration, lodging, etc.)

The following applies only to Chancellor’s Research Fund:

Have you ever applied for Travel funds? \_\_\_\_\_\_\_ If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been awarded Travel funds? \_\_\_\_\_\_\_\_ If so, how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit this form to Melissa LaBorde in mailbox #33.**

**Deadline: October 15, 2017**