PURCHASE COLLEGE
Faculty Proposal for Professional Development

☐ **Start up Funds**   ☐ **Grant Name:**_____

☐ **Research or Creative Project**   ☐ **Conference or Meeting**

Date:

Faculty Name:

Conservatory/School:

1. **Describe your Research/Artistic Project or your professional development opportunity. If you are planning to attend a conference or meeting, include the dates and location, and if you will be presenting research or a member of a panel.**

2. **Project Scope**

   ℹ️ *Project scope defines the boundaries of a project, and includes all the project elements/activities. It not only defines what you are doing, but sets limits for what will not be done as part of the project.*

3. Budget

ℹ️ *Use the template below to itemize the budget for your project or travel.*

Estimated Expenses		
Expense	Description	Amount
Materials		
Registration fees		
Airfare or Train		
Hotel		
Meal Allowance		
Ground Transportation		
Other		
	Total	

Start-up Funds approved for research/creative projects will be issued as a single reportable payment.
Start-up Funds approved for conference or meeting attendance will be processed as a travel reimbursement.

4. Timeline for Research/Creative Projects

ℹ️ *Provide a brief schedule to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?*

APPROVAL AND AUTHORITY TO PROCEED

Name	Title	Date
	Chair / Director	
	Dean	
	Provost	