



Full-Time Faculty Professional Development Fund Request Form

INSTRUCTIONS FOR SECTIONS 1A – 1D: To be completed by the faculty member requesting funds and submitted with all supporting documentation to his/her associate dean. All fields are required.

SECTION 1A – FACULTY INFORMATION			
Last Name	First Name		Middle Initial
Mailing Address	City	State	Zip Code
Email Address		Telephone No.	
Academic Unit		Date of Hire	Academic Year

SECTION 1B – PROFESSIONAL DEVELOPMENT ACTIVITY

Provide detailed information regarding the professional development activity. Please include association/organization names, dates, location, meeting/event title, books, resources, brief descriptions of item/activity, etc. In addition, include a brief statement describing how this item/experience will contribute to your professional development in your field of study or pedagogy. Attach supporting documentation and an additional page if necessary. Please refer to the SPS Full-Time Faculty Professional Development Fund document and NYU’s Expense Reimbursement policy for guidance on qualifying use and appropriate expenses.

SECTION 1C – ALLOCATION AND EXPENSES	
Provide an itemized cost breakdown of planned expenses for the total dollar amount requested. Attach an additional page if necessary. In the amount column, please include an estimated amount. Exact amounts are not necessary.	
Expense Description	Amount
TOTAL EXPENSE	
TOTAL AMOUNT REQUESTED	
RECEIPTS REQUIRED	<p>To initiate the reimbursement process, original itemized receipts, train and airline boarding passes, and conference badges with a copy of the request form with all required signatures must be submitted to the SPS Office of Budget and Accounting, 7 East 12th Street, Room 1225, New York, NY 10003. Copies of receipts cannot be accepted.</p> <p>Professional development expenses incurred in excess of \$2500 in any given academic year are considered the responsibility of the faculty member.</p> <p>Deadline for submission of original itemized receipts and other required documents to the Office of Budget and Accounting is thirty (30) days from the date of the activity.</p>

SECTION 1D – FACULTY MEMBER’S SIGNATURE	DATE

INSTRUCTIONS FOR SECTIONS 2A – 2B: To be completed by the associate dean. *All fields are required.*

SECTION 2A – ASSOCIATE DEAN’S REVIEW
Describe how the professional development opportunity will contribute to the faculty member’s development and field of study or pedagogy.

SECTION 2B – ASSOCIATE DEAN’S SIGNATURE	DATE

OFFICE OF ACADEMIC AND FACULTY AFFAIRS USE ONLY	
Date Received	
Expenses Reviewed	