College of Liberal Arts
Staff Development Fund Application

Name: [   ]

Position: [   ]

Department: [   ]

Phone: [   ]   E-mail address: [   ]

- *This form is designed to be filled in electronically and then submitted to CLA Administration using the <u>Submit</u> button below (or by emailing to CLAadmin@purdue.edu). The form will then be forwarded on to your Department Head for approval.*

- *Additional materials, such as conference brochures or workshop descriptions with pricing, may be emailed to CLAadmin@purdue.edu.*

- *Once your Department Head has approved, the application will be automatically submitted for consideration by the Dean's Office. You will then receive an email informing you whether or not your request has been granted.*

1. In the space provided below, describe the nature of your funding request. (Be specific in indicating how you plan to use the funds requested.)

2. What is the amount of funding requested (up to $500)? If materials are to be purchased, indicate the cost of each.

3. Indicate how the proposed use of funds will contribute to your professional development.