

**STEPHEN F. AUSTIN STATE UNIVERSITY  
COLLEGE OF FINE ARTS  
PROFESSIONAL DEVELOPMENT APPLICATION FORM**

**THIS FORM DOES NOT TAKE THE PLACE OF A TRAVEL REQUEST. IF APPROVED FOR TRAVEL, YOU MUST SUBMIT AN APPROPRIATE REQUEST THROUGH "BANNER" AT LEAST 2 WEEKS PRIOR TO TRAVEL.**

**The travel voucher is still used upon your return.**

**(Please note: Professional Development Funding is typically reserved for tenured or tenure track faculty.)**

Name: \_\_\_\_\_  Please check if Junior Faculty (non-tenured,

Date of Application: \_\_\_\_\_ instructor, or assistant professor)

School: \_\_\_\_\_

Projected Travel Date(s): \_\_\_\_\_

If the Projected Date(s) exceed(s) the event dates (e.g. for setting up, pre-conference, etc.), please explain: \_\_\_\_\_

Location: \_\_\_\_\_

Title of conference / workshop (if applicable): \_\_\_\_\_

Host organization (if applicable): \_\_\_\_\_

Title of presentation / paper / performance (if applicable): \_\_\_\_\_

**I. ACTIVITY** *Check appropriate category and fill in information:*

- present or conduct original research, creative activity or performance\*
- moderate or participate in a panel discussion \*
- create original research or project
- attend workshop
- attend conference
- other (please fill in):

\*Attach documentation of project acceptance.

**II. JUSTIFICATION / DESCRIPTION**

Attach or type abstract and / or explanation detailing significance of planned event to your work as a scholar / artist and to your department. (Please note: professional development funds may not be requested for recruitment travel.)

**III. BUDGET**

To be considered for funding, it is required (unless not applicable to your project) that you fill out and attach an SFA travel request form (unsigned): <http://www.sfasu.edu/controller/travel/forms>

Total Amount Requested: \_\_\_\_\_

Please note: Employees will be reimbursed for the most efficient mode of travel with regard to a personal vehicle or rental vehicle. A cost comparison calculator is available on the travel website. Please submit only for the lower rate. Further, budget proposals MUST use current fiscal year state allowances listed on the travel website. Please do not request money in excess of that allowance. Please attach a printout of those allowances.

<http://www.sfasu.edu/controller/travel/meallodging.asp>

At what level (if any) is funding being provided through the host event or institution? \_\_\_\_\_

Have you applied for funding through other university (e.g. ORSP etc.) or external sources? If so, please explain: \_\_\_\_\_

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

**Failure to submit a complete application or to adhere to the guidelines set forth on this form will negatively impact your application.**

Please submit materials to your school's director.

This application must be received by the due date given by each school. The Fine Arts Council must receive prioritized application from the schools' directors by October 1 (for activities occurring Nov. 1-Aug. 31 of the current fiscal year), February 1 (for activities occurring March 31-Aug. 31 of the current fiscal year), and April 1 (for activities occurring Sept. 1-Dec. 31 of the following fiscal year).