

Proposed Project or Activity

Address the following points as concisely and clearly as possible. To assure full consideration of your proposal, please address each point in the numerical order given below.

1. Describe your project or activity.
2. Specify the starting and ending dates of this project or activity.
3. Explain where this project or activity will take place.
4. If participating in or attending a conference, seminar, or workshop, attach any descriptive material and answer the following:
 - a. What is the title of this event?
 - b. Who is the sponsor?
 - c. If performing an official or specific responsibility for the sponsor of the event, please explain.
 - d. If presenting a paper or poster, or if formally participating in another role, give the following information:
 1. The title of the paper or poster.
 2. The nature of any other presentation.
 3. Whether or not the sponsor has accepted your paper, poster, or other proposal. If yes, please include letter or brochure. If acceptance is pending, notify Jim Dix (dix@binghamton.edu, 7-2480) or Kelly Wemette (kwemett@binghamton.edu, 7-4801) when your presentation has been accepted.
5. State whether there are any other sources of funds (departmental travel funds, research grant, etc.) for your project or activity. Include any sources that you are using to supplement Individual Development Award funding.
6. Describe your individual professional goals, and describe how the proposed project or activity will help you meet these goals and further your professional development. Professional goals might include tenure or promotion, learning a new skill, or improving a current skill. The answer to this question is weighted heavily in determining funding. Be sure to show how your proposed project or activity will help you develop professionally and meet your professional goals.
7. Attach an updated and brief curriculum vita.
8. Attach any other material that would be helpful to the Professional Development Committee in fully understanding and evaluating the nature of your project or activity.

Budget Summary

Tuition for course work or internship (at SUNY maximum rates)	
Registration fees for conference, seminar, internship or workshop	
Consumable supplies (paper, pens, postage, etc.)	
Non-consumable supplies (books, software, etc.)	
Travel & related expenses (in accordance with NYS Comptroller's rules & regulations)	
Research support (e.g., computer time, network access or support, or clerical support)	
Equipment lease or purchase (any equipment purchased with Professional Development Committee funds will become the property of the State of New York/State University of New York)	
Other expenses (with justification)	
Total Cost for This Project or Activity	
Other Sources of Funding for Project or Activity	
Total Requested From Professional Development Committee Individual Awards Program	

NOTE: The maximum individual award under this program is \$1,000

Signature of Applicant: _____

Date: _____

Please mail completed application form and backup documentation to Kelly Wemette, Director, Office of Strategic and Fiscal Planning, Provost's Office, AD-713. **Deadline for submission is 5:00 PM, April 30, 2008.**

For further information or assistance, please contact Jim Dix (dix@binghamton.edu, 7-2480) or Kelly Wemette (kwemett@binghamton.edu, 7-4801).

The State of New York/Professional Development Committee does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or sexual orientation in the admission to, access to, or employment in its program activities. Reasonable accommodation will be provided on request.