

Office of the Provost

SCHOLARLY ACTIVITY FUNDING REQUEST FORM

Top Priorities of Scholarly Activity Fund:

- *Criteria 1 - Projects led by probationary, tenure-track faculty—especially those without access to start-up funds;*
- *Criteria 2 - Projects with the potential for generating revenue (via grants or contracts) to replenish the Scholarly Activity Fund;*
- *Criteria 3 - Projects that involve multi-faculty collaboration across departments or schools;*
- *Criteria 4 - Projects that involve undergraduate research.*

Requestor Information	Name		Date	
	Rank		Department	
Subdivision	<i>Request will be submitted to School Dean</i>		<i>Requests will be submitted to the Provost</i>	
		School of Engineering		Librarians
		School of Letters and Sciences		Other Unit 3 Members
		School of MTLM		
Amount Requested				
Description of Project				
Why is funding being requested from Scholarly Activity Fund?				
CRITERIA: Explain how this request meets one or more of the funding priorities listed above.				
Detailed breakdown of expenses associated with this request (may attach spreadsheet if needed)				
Are you receiving any other funding towards this project?				
<i>For Academic School Requests:</i> Department Chair Endorsement	Name		Signature	
Academic Dean/ Provost Approval:	Name		Signature	
	Amount Approved		Date Approved	
Notification of Approval		Expense Code/Tracking: Funding code & timeframe of use		