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**SAMPLE Application for 2023-24 Adjunct Professional Development Grant**These are the questions you will be responding to on the Qualtrics Application.   
You must complete the application in Qualtrics and submit online.

Adjunct Professional Development Grants are offered through funding from Faculty Career Development (FCD), Office of Faculty Affairs. Eligibility criteria and application guidelines may be found at  [https://www.rit.edu/provost/adjunct-faculty-professional-development-grants](http://bit.ly/AdjunctGrants). Please read the eligibility requirements and instructions carefully. 

1. First name:
2. Last name:
3. Email address:
4. College:
5. Department:
6. PROJECT/ACTIVITY DESCRIPTION  
   In an essay of at least 250 words, describe the professional development activity for which you are seeking a grant.  If your grant is approved, the funds may not be used for projects other than what is submitted on this application, and funds may not be reassigned to another faculty member or project.
7. IMPACT  
   In an essay of at least 250 words, provide a description of how this grant will further your professional development and/or teaching. You should clearly state the connection to and benefit of your request for funding to your professional development and expected impact on student success, faculty success, and/or the RIT campus community.
8. ITEMIZED BUDGET  
   Provide an itemized budget of your expenses below.  General requests without a breakdown of requested funds will NOT be approved. If you are applying to attend a conference, workshop, or presentation, the URL from the event is required. Please refer to the guidelines here: <https://www.rit.edu/provost/adjunct-faculty-professional-development-grants>
9. Have you received funding from any other source for this project/request? If so, please provide details below.
10. Have you received an Adjunct Professional Development Grant within the past two academic years?
11. If you received an Adjunct Professional Development Grant within the past two academic years, have you submitted a final “Outcome Report” to Faculty Career Development?

***You have completed the grant application!  Questions should be directed to FCDS@rit.edu.***