

* **It is strongly recommended that you complete your application in a Word document, then copy and paste into the Qualtrics form:** [**Adjunct Grant Application**](https://rit.az1.qualtrics.com/jfe/form/SV_2gkpHHRow9ETtIh)
* **Grant criteria and details available at: Details may be found at:** [**http://bit.ly/AdjunctGrants**](http://bit.ly/AdjunctGrants)

The Office of the Provost and Faculty Career Development created the Adjunct Professional Development Grant to provide funds for adjunct faculty to be used toward their professional development, such as attending conferences, workshops, meetings or delivering presentations as a means to further their expertise in teaching at RIT.

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 development and/or teaching, clearly stating the connection/benefit of your request for funding to your professional development and expected impact on student success, faculty success and/or the campus community.

8. ITEMIZED BUDGET REQUEST

Provide an**itemized budget** of your anticipated expenses in the box below.  General requests without a breakdown of requested funds will NOT be approved. If you are applying to attend a conference, workshop, or presentation, include the URL. Meals associated with travel will be allowed at the per diem limit set by RIT travel policies, and you must adhere to all RIT travel policies.

9. Have you received funding from any other source for this project/activity request? If so, please provide details below.

10. Have you received an Adjunct Professional Development Grant within the past two academic years?

Yes

No

Yes, but I did not use the funds awarded.

11. If you received an Adjunct Professional Development Grant within the past two academic years, have  you submitted a final outcomes report to the Faculty Career Development team?

Yes, I submitted a final report.

No, I did not submit a final report.

No, I did not submit a final report but will do so within 2 weeks of the date of submission of this application.

SAMPLE ADJUNCT PD APP-9.19,VER2

Sample Adjunct App/9-12-19