**PROVOST’S LEADERSHIP OPPORTUNITY GRANT APPLICATION**

**DEPARTMENT CHAIR/UNIT HEAD VERIFICATION FORM**

Faculty applying for a Provost’s Leadership Opportunity Grant must:

* complete this form
* obtain a written endorsement and signature from your academic chair/unit head
* obtain a second-level signature from your associate dean/dean
* email this completed document to Faculty Career Development at FCDS@rit.edu.

This form, along with your online application, must be submitted by the due date posted on the grant website: <https://www.rit.edu/provost/provosts-leadership-opportunity-grants>

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| --- | --- |
| **Applicant’s full name:**  |  |
| **Your RIT email address:**  |  |
| **Your department:**  |  |
| **Your college:**  |  |

|  |  |
| --- | --- |
| **Date(s) of proposed activity:** |  |

**Describe the activity for which funding is being requested:**

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6. **Endorsemen**t –*Academic unit head must include a statement supporting this applicant’s request for funding.*

|  |  |
| --- | --- |
| **Academic chair/unit head signature** |  |
| **Today’s date** |  |

|  |  |
| --- | --- |
| **Applicant’s signature** |  |
| **Today’s date** |  |

|  |  |
| --- | --- |
| **Dean or Associate Dean**  |  |
| **Dean or Associate Dean’s Signature** |  |
| **Today’s date** |  |

• If approved, use of grant funds must follow all RIT Travel Policies: https://[www.rit.edu/fa/controller/content/travel-policies-procedures-manual](http://www.rit.edu/fa/controller/content/travel-policies-procedures-manual)

*• The acceptance of a Provost’s Leadership Opportunity Grant does not imply an expectation or an offer of formal leadership moving forward at RIT.*