**SAMPLE APPLICATION FOR ADJUNCT PROFESSIONAL DEVELOPMENT GRANTS**

* Guidelines and instructions are available at: <https://www.rit.edu/provost/adjunct-faculty-professional-development-grants>
* Please use this Word document to prepare your grant application then submit online at <https://rit.az1.qualtrics.com/jfe/form/SV_3mcNOrs7WIzL1k2>.

**Adjunct Professional Development Grants are offered through funding from Faculty Career Development (FCD) in the Office of Faculty Affairs.**[**Click here for details.**](https://www.rit.edu/provost/adjunct-faculty-professional-development-grants)**Please complete this grant application in its entirety. Incomplete applications will not be accepted.**

**Full name:**

**Email address:  
Your College:**

**Your Department:**

**PROJECT/ACTIVITY DESCRIPTION**  
In an essay of 200-250 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. 

[text box]

**IMPACT**  
In an essay of 200-250 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.

[text box]

**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 below. Meals associated with travel will be allowed based on limits set by RIT travel policies. This amount should be adjusted for any meals included in conference attendance. Requests for hospitality (meals, refreshments, etc.) may not exceed 10% of the total budget request.

[text box]

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

[text box]  
  
**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.*

**If you received an Adjunct Professional Development Grant within the past two academic years, have you submitted a final outcome “Impact” report to the Faculty Development team?**

*Yes/No/No, but I will submit.*