



Professional Development & Research  
Marriott Faculty Proposal Submission Form

Project Title	
Author of Proposal	
Date of Project Event	
Department	
Principal Investigator	
Other Investigators	

***Before proceeding, please note that your funds request should not exceed \$2,500***

Please provide a brief summary of the project. Include dates of travel and dates of professional development activity.

Please check all that apply:

Research	Undergraduate Research	Professional Development	Instructional Improvement	Leadership at National Conference	Other
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How does the proposal apply to your profession and/or professional pursuits?

Does this proposal require IRB approval:      Yes      No      N/A

Impact:

Individual	Program	College or University	Professional Community	Regional or National	International	Other
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If attending a conference, what will your role be? \_\_\_\_\_

(i.e. primary presenter, session presenter, poster presenter, coordinator, panel member, board member, participant, etc.)

## How will the project aid in personal professional development?

(Please briefly explain any expected impacts checked above)

Please list all Marriott Awards you have received in the last 12 months.

Proposal Titles	Date	Amount Requested	Amount Received
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

## Personal Expenses

	Amount	Explanation (show how you calculated your estimates)
Instructional Time	\$	
Non-Instructional Time	\$	
Employee Benefits	\$	
<b>Subtotal</b> PERSONAL EXPENSES	\$	

## Professional Development Activity

	Amount	Explanation (show how you calculated your estimates)
Registration fee	\$	
Capital equipment (please provide a description)	\$	
Other (please explain)	\$	
<b>Subtotal</b> PROFESSIONAL DEVELOPMENT EXPENSES	\$	

## Travel

	Information	
Destination (exact destination)		
Dates of travel (mm/dd/yy) (specify travel dates & activity dates)		
	Amount	Explanation (show how you calculated your estimates)
Airfare (specify airline & whether you have considered various quotes)	\$	
Mileage	\$	
Per diem	\$	
Lodging (specify hotel name & whether you have considered other hotel options)	\$	
Misc.	\$	
<b>Subtotal</b> TRAVEL EXPENSES	\$	

## Other Available Funds

	Amount	Explanation (show how you calculated your estimates)
Department (if \$0, briefly note why)	\$	
Self	\$	
Other (please explain)	\$	
<b>Subtotal</b> OTHER AVAILABLE FUNDS	\$	

## Total

<b>Total Marriott Funds Requested</b> TOTAL REQUESTED FUNDS MINUS OTHER AVAILABLE FUNDS	\$	
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Please forward this proposal to your Department Chair.

The Department Chair will then electronically forward this proposal to the chair of the Professional Development Committee, with a comment of acceptance in a separate document.

**PLEASE ATTACH ALL SUPPORTING DOCUMENTATION AS A SEPARATE DOCUMENT.**