



Professional Development & Research
Marriott Faculty Proposal Submission Form

Table with 2 columns: Field Name (Project Title, Author of Proposal, Date of Project Event, Department, Principal Investigator, Other Investigators) and empty space for input.

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

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

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 | \$ | |
| Subtotal PERSONAL EXPENSES | \$ | |

Professional Development Activity

| | Amount | Explanation (show how you calculated your estimates) |
|--|--------|---|
| Registration fee | \$ | |
| Capital equipment (please provide a description) | \$ | |
| Other (please explain) | \$ | |
| Subtotal 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. | \$ | |
| Subtotal TRAVEL EXPENSES | \$ | |

Other Available Funds

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

Total

| | |
|--|----|
| Total Marriott Funds Requested TOTAL REQUESTED FUNDS MINUS OTHER AVAILABLE FUNDS | \$ |
|--|----|

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.