

**REQUEST FOR FUNDS FOR PROFESSIONAL DEVELOPMENT  
FACULTY TRAVEL, RESEARCH, OR PUBLICATION**

**INSTRUCTIONS:** Please provide the information requested and submit completed form electronically to Dr. Yael Aronoff (aronoff@msu.edu) and cc: Viki Gietzel (gietzel@msu.edu) via email attachment. Expect an email confirmation of receipt. Core Serling Institute faculty are eligible for up to \$1300 annually; affiliated Serling Institute faculty are eligible to apply for up to \$800 annually. Appropriate uses include support for participation in professional meetings and conferences, research travel support, and professional development support.

First Name:

Last Name:

MSU Net ID:

Date Submitted:

**Nature of Support Requested**

**Travel to professional meeting**

Date(s) of travel:

Assoc./Org. name:

City & State/Country Destination:

- Invited Paper Presenter  
 Panel/Roundtable Moderator  
 Other (please describe):

- Keynote Presenter  
 Poster presenter

Title of presentation:

**Conference registration**

Dates(s) of travel, if different than above:

Assoc./Org. name:

Conference City & State:

**Travel for research** (Please attach separate narrative explanation)

Date(s) of travel:

Support requested:

City & State of Destination:

**Other professional development activities** (please describe [e.g., participating in seminars or workshops, writing paper, book chapter, publication etc])

Date(s) support will be needed:

Published outcome (give publication details):

Budgeted line items for above activities/items

Activity/Item	Budget
_____	_____
_____	_____
_____	_____
_____	_____

**Total amount of funds requested for all of above:**

Name(s) of other unit(s) to share costs:

Percentage(s) or amount(s) of funds to be provided by unit(s) above:

Account number(s) of all units to share costs:

Administrative Unit Code(s) of all units to share costs:

Other comments:

Approved by:

Date Approved: