

**Communication Department Request for Faculty Funding**

Department funds will be set aside each year to support faculty travel, book and production support and various faculty projects (which may include shared funding with Dean’s Office). Requests for support will be considered only after the exhaustion of start-up, Academic Senate resources and faculty-owned discretionary funds.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**1. Type of Request (please check):**

	Travel: Domestic	\$500	Combined domestic and International travel support = \$1500 over 5 year period
	Travel: International	\$1,000	
	Book support: Subvention, indexing, image support	50% of total	\$5000/max over 6 year period
	Post production support	50% of total	\$5000/max over 6 year period
	Faculty Projects: workshops, conferences, etc.	\$2,500	\$2500 over 6 year period shared w/DSS

**Travel request only:**

- a. Have you exhausted your Academic Senate travel award for the academic year? Y/N
- b. Is this travel not eligible for Academic Senate funding? Y/N
- c. Do you have grant funding or start-up to support this travel? Y/N

**2. Award History from Communication Department:**

Type of Award (from #1 above)	Amount	Academic Year Received

Please attach:

- A) Proposed budget (receipts if retro-request – must be within same academic year)
- B) Validation of Request: Explanation of why you need the funding and what other funding has been obtained and/or applied for.

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Approved by Chair \_\_\_\_\_

Date: \_\_\_\_\_