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**LECTURERS’ PROFESSIONAL DEVELOPMENT GRANT**

**DEPARTMENT HEAD VERIFICATION FORM**

**Lecturers' Professional Development Grants acknowledge the many contributions of RIT’s lecturers, senior lecturers, and principal lecturers, providing funding for professional development activities that involve teaching, development, and/or creative endeavors.** Examples of appropriate expenditures include participation/presentation at conferences, national professional meetings, pedagogical programs, or travel required to access resources at other institutions. Lecturers, Senior Lecturers, or Principal Lecturers may apply for grants up to $2,000 and must meet all eligibility requirements as listed below.

**Eligibility**

1. All full-time lecturers, senior lecturers, or principal lecturers with continuing appointments in Academic Affairs at RIT are eligible to apply, to be verified by the department head.
2. Priority will be given to full-time lecturers, senior lecturers, or principal lecturers who have not received a Lecturers’ Professional Development grant in the past.
3. Lecturers who have not completed previously awarded grant-funded projects or have not submitted an “Outcome Report” for a prior grant will not be eligible for a new grant-funded activity.
4. Faculty may not submit more than one grant application per academic year.
5. Hospitality requests should not exceed 10% of total budget.
6. Funding for software/hardware acquisition or other equipment, professional membership fees or licensure, certification, festival/screening fees, tuition, add-pay, faculty stipends, course release, or additional faculty salaries will not be considered.

This signed Department Head Verification Form must be completed by your department head indicating that you will continue teaching as a lecturer, senior lecturer, or principal lecturer in their department going forward. Email the completed, signed form to [FCDS@rit.edu.](mailto:FCDS@rit.edu)

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| **Your full name:** |  |
| **Your RIT email address:** |  |
| **Additional email address, e.g. gmail account** |  |
| **Your department:** |  |
| **Your college:** |  |

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| **Date(s) of proposed activity for which you are requesting funding:** |  |

**Describe the activity for which you are requesting funding:**

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**Lecturer’s Verification**I am a lecturer, senior lecturer, principal lecturer in a continuous appointment in Academic Affairs at RIT and to the best of my knowledge, will continue teaching in the department the next academic year.

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| **Faculty member’s signature** |  |
| **Today’s date** |  |

**Department Head Verification**

This proposal is being submitted by a faculty member at rank of lecturer, senior lecturer or principal lecturer who, to the best of my knowledge, will continue to teach in this department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Department head name** |  |
| **Department head signature** |  |
| **Today’s date** |  |

\*If approved, use of grant funds must follow all RIT Travel Policies:

https://www.rit.edu/controller/travel-policies-procedures