

**Elizabeth City State University
Division of Academic Affairs**

Office of the Provost and Vice Chancellor for Academic Affairs

REQUEST FOR TITLE III/SAFRA FACULTY DEVELOPMENT TRAVEL FUNDS

Through Title III/SAFRA Faculty Development funding, the university strives to enhance its academic programs by providing financial support for faculty involvement in professional development opportunities and scholarly activities, which support accreditation efforts and foster continued growth in the curriculum. Please complete the following information regarding your request for these funds. The completed form, with appropriate approvals, **MUST** be submitted to the Office of the Provost at least **30 days** prior to the date of travel for domestic destinations and **90 days** for international locations.

Faculty Member: _____ Signature: _____

School: _____ Department: _____

Conference/Workshop: _____

Date(s): _____

Location: _____

Related Accreditation (if any): _____

Amount of Support from Department/School (at least 25%): _____

Amount Requested from Title III/SAFRA Funds: _____

Briefly relate how your participation in this activity will enhance academic programs in your department and /or school. (The sole purpose should NOT be to present a paper. Please attach an additional sheet if necessary.)

APPROVALS:

Approved Not Approved _____ Chairperson

Approved Not Approved _____ Dean

Approved Not Approved _____ Provost/VC for AA

Approved Not Approved _____ Title III/SAFRA Director