

**PERKINS PROFESSIONAL DEVELOPMENT TRAVEL FUND
ATTACHMENT #2
CHECKLIST**

This form is to be completed by Perkins Faculty Development Subcommittee

Request from: _____

Check the box beside each of the criteria for funding. Then indicate whether the applicant is eligible for funding and the amount to be provided.

Is the application packet complete?	
	Perkins Professional Development Fund Application
	Notification of Acceptance from sponsoring organization
	Completed travel request with estimated cost of travel with academic unit funding and/or additional funding sources noted
What type of conference or convention is to be attended?	
	International
	National
	Regional
	State or local (not eligible for funds)
What type of presentation will be delivered?	
	Presenter (poster, paper, symposium, round table, creative activity)
	Adjudicator of creative activity
	Symposium/Research discussant
	Other (See Perkins Fund Guidelines to check for eligibility)

Applicants can be funded up to \$500 (or 50% of travel cost). International travel can be funded up to \$1000 (or 50% of travel cost).

Recommended for funding: ___Yes ___No

In the amount of _____

If NO (explanation) _____

Faculty Development Subcommittee review date: _____

Dean of College of Education review date: _____

Amount of funding approved by the Dean of the College of Education: \$_____

Date applicant notified of funding approval: _____

Date the Thank You letter sent/received: _____