

UM-DEARBORN LECTURER PROFESSIONAL DEVELOPMENT GRANT

THE UNIVERSITY OF MICHIGAN-DEARBORN

Office of Research and Sponsored Programs

1055 AB; voice: (313) 593-5468; fax: (313) 593-0526

APPLICATION COVER SHEET

Instructions: Applicants should complete this form and have their chairpersons or deans complete “Unit Funding.” Forward the printed and signed Application Cover Sheet and one-page narrative **by 5 p.m. on the deadline day** to the above address.

_____ Name of Applicant	_____ e-mail address	_____ Title	
_____ Office Address	_____ Telephone No.	_____ Department/School/College	
Date(s) of Activity: _____			
Date of this Application: _____			
Budget Summary:			
_____ Budget Item (e.g., travel, workshop)	_____ Support from Unit	_____ Lecturer PD Grant	_____ Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL			
Amount Requested: _____			

Appointment Verification: This application is being submitted by an Employee who has an active appointment on the Dearborn Campus of the University of Michigan, is a member of the LEO bargaining unit, and is not on full layoff status as of the date of this application.

Signature of Applicant

Unit Endorsement: By my signature, I verify that either: a) the applicant has applied and received funds from the unit as shown above or b) there is no unit support available for this purpose due to the following reason:

b) if the application includes activities that would take the Lecturer away from his or her assigned responsibilities (e.g. teaching), the department (or academic unit) is supportive of this absence.

Signature of Chairperson/Dean

REQUIRED: Attach a one-page narrative that includes: 1) a brief description of the activity or cost item, 2) how the support is related to your career and professional development at UM-Dearborn and the goals of this program; 3) an explanation or justification of the costs; and 4) outcomes or products expected with approximate time schedule.

Note: Development activities approved through this grant process may or may not contribute to a Lecturer’s “Professional Qualification” (PQ) or “Academic Qualification” (AQ) as defined by the requirements of the UM-Dearborn School of Management. School of Management Lecturers are encouraged to meet with their department chair to assess the impact that the planned development activity will have on PQ/AQ status.