

# UNIVERSITY of HOUSTON | CLASS

## Professional Development Award for NTT Faculty

This award is for CLASS Non-Tenure Track Faculty Members who are presenting at a professional or academic conference, or attending a professional development workshop in his or her field. The maximum amount of the award is \$1,000 per faculty member. Up to five awards will be made per year, contingent upon the availability of funding. Faculty members that are awarded must wait **one full year** from the date of award notification before reapplying again.

### Eligibility

All CLASS Non- Tenure Track faculty members are eligible.

### What the Award Will Fund

Costs associated with conference/workshop including:

- Airfare
- Lodging
- Meals
- Registration fees
- Ground Transportation

### What the Award Will Not Fund

Funds must be used strictly for the cost associated with the professional development activity proposed.

### Granting Schedule

**Earliest Submission Date:** August 1<sup>st</sup>

**Applications Due:** October 1<sup>st</sup>

**Notification of Awards:** November 1<sup>st</sup>

Applications must be submitted electronically to [CLASSGrt@uh.edu](mailto:CLASSGrt@uh.edu) prior to presenting at a professional or academic conference or attending a professional development workshop. Please write "Professional Development- NTT" in the subject line.

***PLEASE NOTE: This application should also include a supporting letter from your Department Chair. Incomplete applications will not be reviewed. Applications will be considered incomplete until all information has been received, at which time an email confirming receipt will be sent to you.***

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## CLASS Professional Development Award for NTT Faculty Application

Last		First		Department	
Email			Phone		
Rank/Title					
Travel Dates			Location		
Reason for Travel? (e.g., Conference, workshop, meeting) <b>Please attach a copy of your acceptance letter or registration confirmation.</b>					
Name of the event:					
Please provide a brief justification as to why you are requesting assistance and how attending the conference/workshop in question will be beneficial.					
Are you presenting?			___ Yes	___ No	
Has your abstract/presentation been peer reviewed?			___ Yes	___ No	
Have you received funds from your department/unit for this?			___ Yes	___ No	
If yes, how much?					
<b>Travel Cost Estimate</b>					
<b>Please note:</b> Requests for reimbursement must be submitted to the Department Business Office no later than 60 days after travel is completed. Receipts and any applicable documentation are <b>required</b> for all expenses listed in the budget.					
<b>Line Item</b>	<b>Requested</b>		<b>Other Sources</b>		
Registration Fees					
Airfare					
Lodging					
Meals					
Ground Transportation					
<b>Total Amount</b>					

# Signatures

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date