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| **FACULTY SCHOLARSHIP PROPOSAL Valdosta State University****Funding Category C: Professional Presentation** |
| **Faculty Member** |  | **Date** |  |
| **Title and Department** |  |
| **E-mail address** |  |
| **Description of proposed activity *(Include dates of travel, location, and nature of work to be conducted)*** |  |
| **Presentation paper/poster title:** |  |
| **Outcome of activity *(Describe specifically how the activity will assist faculty growth and development)*** |  |
| **Budget *(Enumerate costs and describe nature of costs to be incurred)*** | **1. Transportation Cost** |  |
| **2. Automobile Rental** |  |
| **3. Registration Fees** |  |
| **4. Hotel** |  |
| **5. Meals** |  |
| **6. Ground Transportation (taxi, etc.)** |  |
| **7. Other (parking, phone, etc.)** |  |
| **Total Cost** |  |
| **Other financial support** |  |
| **Amount of grant requested *(one-time FY 22-23 award of $1000)*** |  |
| **Completed Application Check List** | 1. **Provides a completed application including your signature and the signatures of the dept. head and dean.**
2. **Provides appropriate documentation indicating invitation/acceptance of the applicant to a meeting/conference. A letter of acceptance and/or a published program should accompany the grant application.**
3. **Agrees to submit a final report within 30 days of completion of activity.**
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| **Applicant’s Signature *(By signing this application you agree to submit your expense report within 60 days of return from travel)*** |  | **Date** |  |
| **Dept Head Signature** |  | **Date** |  |
| **Dean/Director Signature** |  | **Date** |  |
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| **Proposal Submission Instructions** | **Submit via DocuSign and route as follows:****Applicant (for signature)****Department Head (for signature)****Dean (for signature)****Ms. Carlotta Braswell (as a cc: on the end)** |
| ***Any publicity of the granted activity should mention funding from the Office of Faculty Scholarship*** |