

**GEORGE WASHINGTON UNIVERSITY
PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FUND (PTFPDF)**

Application Form

Request Date: _____ **(Retroactive requests will not be processed)** **Amount Requested: \$** _____

| | |
|---------------------------------------|--------------------------|
| Name: Email Address: | GWID: G- _____ |
|---------------------------------------|--------------------------|

Purpose of professional development activity, including activity name and purpose of attendance. Responses may include presenting a paper/poster, participating in a panel, etc.:

Activity Date(s):

***Activity Location(s):**

**If traveling internationally, you must register for the University's International Travel Insurance and Assistance. See <http://www.gwu.edu/~riskmgnt/travelinsurance.cfm> for more information.*

If your travel/activity will occur while you are teaching, you must describe your course coverage plans:

FOR CHAIR OR PROGRAM DIRECTOR:

State Significance of Activity:

Department/Program Funds Available? Yes No

****Dept. Approved Contribution: \$** _____

Signature:

Print Name:

Date:

FOR DEAN'S OFFICE:

Dean's Office Funds Available? Yes No

****School Approved Contribution: \$** _____

Signature:

Print Name:

Date:

**Funds approved by Department/Program and School must be expended before PTFPDF funds. PTFPDF support, not to exceed \$600, may supplement Department/Program and School contributions if they are insufficient to fulfill the total request.

FOR FACULTY PERSONNEL OFFICE:

Good Faith Consideration Eligible? Yes No

PTFPDF Funds Available? Yes No

PTFPDF Contribution Requested: \$ _____

PTFPDF Approved Contribution \$ _____

Signature:

Print Name:

Date:

Department, Dean's Office and PTFPDF commitments must be approved **prior to** the activity date. Receipts for PTFPDF requests must be submitted to Faculty Affairs within 30 days of the activity date.

PTFPDF eligibility requirements can be found in the GW/SEIU Local 500 Part-Time Faculty Collective Bargaining Agreement at <http://provost.gwu.edu/collective-bargaining-agreement>

RETROACTIVE REQUESTS WILL NOT BE PROCESSED