

**COLLEGE OF ARTS & LETTERS
FUNDING OPPORTUNITIES 2024-2025 AY
BUDGET TEMPLATE**

Name

Position

A&L FUNDING APPLYING FOR

(Please complete/submit separate budget for each application)

Department

ITEMIZED BUDGET

COST

NOTES

Complete only line items applicable to specific grant stipulations.

TRAVEL

Flight		
Ground Transportation		
Hotel		
Meal Per Diem		
OTHER (type in) _____		<i>Describe/Explain:</i>
TRAINING/CONFERENCE FEES		<i>Describe/Explain:</i>
EQUIPMENT/MATERIALS (list)		<i>Describe/Explain:</i>
SUPPLIES/SERVICES (list)		<i>Describe/Explain:</i>
STUDENT ASSISTANTS (hourly rate by #hours)		<i>Describe/Explain:</i>
OTHER (type in) _____		<i>Describe/Explain:</i>
OTHER (type in) _____		<i>Describe/Explain:</i>
OTHER (type in) _____		<i>Describe/Explain:</i>

TOTAL \$ _____

REMINDERS

1. All funding requests are subject to restrictions.
2. Applications will be reviewed
3. Travel and Outreach/Recruitment/Retention projects are funded in the form of reimbursement upon completion of the travel or project.
4. Scholarly & Creative Activity and Curriculum Development project may be funded either as Professional Development funds (for work done during the AY) or as Additional Employment (for work done during the summer break). Professional Development funds will be available to use until the end of 2025-26 AY.
5. Awards will prioritize:
 - a. Probationary and Associate faculty in their growth and development as teacher-scholars.
 - b. Projects that substantially advance the College's commitment to DEIBJ and student success understood in their broadest sense within the Arts and Humanities disciplines.