**FACULTY AND ACADEMIC STAFF PROFESSIONAL OPPORTUNITIES FUND**

Cover Sheet and Checklist

|  |  |
| --- | --- |
| Name of Applicant |  |
| Position/Title |  |
| Phone number and Email address |  |
| Applicants Department/Unit |  |
| Title of Proposed Activity or Project |  |
| Date(s) of Proposed Activity or Project |  |
| Total Amount Required |  |
| Total Amount Requested |  |

**CHECKLIST FOR PROPOSAL SUBMISSION**

Complete proposals help expedite review and processing. **Incomplete submissions will be returned for additional information.** The delay could result in the loss of funding for a proposal that might have otherwise been successful.   
To ensure that the review of your proposal is not delayed, please complete the checklist below before submitting   
your proposal.

You are classified as Faculty or Academic Staff.  
  
 The completed **FASPOF Application Form** is attached.  
  
 A statement of support from the department chair or supervisor is attached.

The[**FASPOF Budget Form**](http://www.uwp.edu/departments/governance/academic.staff/committees/forms/aspdcBudgetForm.docx)(xlsx) is attached.  
  
 Screenshots of the following estimated or purchased expenses as applicable:

* Program/Conference Description/Agenda
* Acceptance letter/Email
* Registration fees
* Registration/Tuition Cost
* Per diem calculator for lodging and meals
* Lodging estimate
* Flight estimate
* Rental car estimate

The complete proposal and supporting documents must be sent in digital format as **a single combined PDF file via email to the FASPOF committee:** [**FASPOF@uwp.edu**](mailto:FASPOF@uwp.edu)**.**