**FACULTY AND ACADEMIC STAFF PROFESSIONAL OPPORTUNITIES FUND**

Cover Sheet and Checklist

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| --- | --- |
| 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****.**