**Application Project or Activity Details**

Please attach a complete response to each of the items 1-4listed below.

1. Please provide a **description of the proposed project or activity** and **include dates/times/locations**. If you are applying just to attend a conference for the first time, what aspects of the conference might you consider in planning your own presentation submission at next year’s conference?
2. Please specify at least **three professional development outcomes** that you hope to achieve by engaging in the proposed activity. At least one of those outcomes must demonstrate how the activity/experience will provide a direct influence on teaching and learning individually or institutionally. Please use the following format to identify a method to assess your successful achievement of stated outcomes and/or measurable progress toward achieving the outcomes by submission of your final report (submitted within two weeks after the event).

*A note for conference participants: Not all conferences “deliver” the information or ideas that we anticipate. In the end, if you did not learn what you hoped to bring back to your teaching, please describe that experience in your final report.*

Information should be submitted following this format for ALL outcomes (SMART format):

**Objective A: Title of objective**

1. *Intended Outcome (*Questions 2 and 3 above): What is expected to come from this objective/learning activity or project?
2. *Evaluation:* How will success be measured?
3. *Potential Implementation*: What might be implemented into teaching responsibilities? Please be specific about this.
4. **Discuss alignment of proposed activity with scholarship/teaching goals of the University. How does this activity meet defined scholarship and/or teaching goals and activities for your discipline?**
5. **Discuss how this activity aligns with the scholarship/teaching goals of the applicant for tenure or promotion.**
6. Do you have the support of your dean or department chair for this project?
7. Do you have access to other institutional funding for this activity? If yes, please explain the rationale for utilizing FD funds for the activity.