**Committee on Research and Creative Activity
Application Form**

*Applications should be submitted electronically as a single file to the CRCA at* *crca@rangersuwp.onmicrosoft.com* *and the CRCA chair, Jenny Keefe (**keefe@uwp.edu**).*

**Name of Applicant:**

**Department:**

**Confirm full-time faculty status by checking box:** □

(Faculty must have less than a 50% administrative role and retain Faculty voting rights)

**Current Rank:**

**Date application was submitted to CRCA Committee:**

**Type of Request:**

**Paper has been accepted for presentation:** □

**Paper has been submitted for presentation and is under review:** □

**Not a conference presentation:** □

1. Description of project or activity.

1. **Professional benefits of the project or activity to the Applicant.**

1. **Previous grant submissions and awards related to the current application or project that have been applied for and/or received by the applicant (include funding agency, project title, year of submission/award, status of application, and amount of award if funded).**

**SUBMISSION CHECKLIST**

**(include with application)**

**Name of Applicant:**

1. CRCA Application form has been completed.
2. Confirmed full-time faculty status (Faculty must have less than a 50% administrative role and retain Faculty voting rights)
3. Approved workday spend authorization.
4. For conference travel requests, documentation is included showing proof of acceptance of a paper/poster for presentation.
5. A Curriculum Vita is included with this application (abbreviated CVs preferred).
6. Supporting documentation and information is included with this application.

**REQUIRED SIGNATURES:**

 **Applicant Date**