# **Faculty and Academic Staff Professional Opportunities FundApplication Form**

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

## **Type of Request:**

[ ]  Paper has been accepted for presentation

[ ]  Paper has been submitted for presentation and is under review

[ ]  Not a conference presentation

## **Classification:**

[ ]  Faculty

[ ]  Academic Staff

## **Project Description:**

1. **Description of project or activity.**

1. **The potential for the project or activity to advance the mission/objectives and implement the strategies of the department/unit and the university.**

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

## **CHECKLIST FOR PROPOSAL SUBMISSION**

**Incomplete submissions will be returned for revision.** This results in a delayed review, which can cause the loss of funding. Please ensure your application includes the following:

[ ]  **Completed FASPOF Application Form**.
[ ]  **Approved Workday Spend Authorization**.
[ ]  **Supporting Documentation** of the following estimated expenses and documents as applicable:

* Proof of acceptance to present/participate (if available).
* Screenshot of Event dates/location/registration fees/tuition.
* All travel must follow UW TravelWise Policies.

The complete proposal must be sent by email in a single PDF to the FASPOF committee at FASPOF@uwp.edu.