**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 for the Activity or Project |       |
| Total Amount Requested from FASPOF |       |

***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.

[ ] Supporting document(s) such as a program/conference description, program agenda, acceptance letters (e-mails), and/or related expense documentation (registration, lodging, airfare, meals, etc.) attached in the order listed on the budget form. **Dates** **and amounts on all documentation are highlighted**.

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The complete proposal and supporting documents must be sent in digital format as **one PDF file via email to the FASPOF committee:** **FASPOF@uwp.edu****.**