**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**](mailto:FASPOF@uwp.edu)**.**