

American University of Beirut

Faculty Development Grant Application Form

Name of applicant: _____

Department: _____ Rank: _____ Payroll ID#: _____

Expected period of travel or research: _____

Type of Faculty Development Grant: Please check here if you have already received one short-term grant this fiscal year
 Short-Term (conference)
 Long-Term (summer research travel)

Title or brief description of purpose: _____

For all grants, please begin by reading the **Policy Guidelines for Faculty Development Grants**

Applications for **all faculty development grants** should include the following elements:

- a) CV (or link to an electronic CV).
- b) A Faculty Development Grant Application Form (link) which includes the Department Chair's evaluation.
- c) An explanation or evidence of research output from previous faculty development awards, where applicable.
- d) A clear statement of whether additional funds from University or external sources have been received or sought.
- e) Request and Authorization for Official University Travel Form approved by the departmental chair (http://www.aub.edu.lb/hr/forms/Documents/misc/Travel_Request.pdf)
- f) Leave Request and Approval Form approved by the departmental chair (http://www.aub.edu.lb/hr/forms/Documents/misc/Leave_Request_Form.pdf).

Applications for **short-term faculty development grants** should also include:

- a) A brief statement explaining why this travel is important for the faculty member's professional development and the significance of the research he/she intends to present.
- b) A letter or statement of acceptance for the research to be presented from the conference or symposium organizers.
- c) An itemized list of estimated expenses including ticket, transport from airport, lodging, meals, registration fee (and late fee if applicable). Specify the AUB per diem rate for the destination city. Please also indicate any efforts made to reduce costs.
- d) The ceiling for short term faculty development grants is \$2,500 for travel to MENA and Europe and \$3,000 for travel elsewhere. Requests exceeding the above set ceiling arising from unexpected situations will require extensive justification accompanied by supporting receipts for all expenses to be approved by the Dean following the return of the faculty member.

Applications for **long-term faculty development grants** should also include:

- a) An abstract (200 words or less) and a detailed description of the proposed research travel, explaining why it is important for the faculty member's professional development and the significance of the research that he/she intends to pursue.
- b) If the grant involves cooperation with host institutions, a copy of each letter of invitation.

Applicant's Signature: _____

Submit this form with all required documents directly to the **Dean's Office** of your faculty by the appropriate **deadline** (for short-term grants: at least 5 weeks prior to travel and by March 31 for long-term grants).

Department Chair's Evaluation	Dean's Office Evaluation