

Office of the Dean
College of Human Development and Education

P.O. Box 5057
Fargo, ND 58105-5057

DATE: August 1, 2007

TO: Faculty, College of Human Development and Education

FROM: Virginia Clark Johnson, Dean, College of Human Development and Education

RE: **Support for Professional Development and Building Program Reputation and Image**

We are pleased that we can provide an opportunity this academic year to apply for up to \$500 from the Dean's Office to support professional development opportunities that build reputation and image of your program.

To submit a proposal (information is also available at the following web address: (http://www.ndsu.nodak.edu/ndsu/hde/aboutthecollege/faculty_staff_info.html), provide the following information using the format below:

INFORMATION TO PROVIDE

- 1) Your name: _____
- 2) Brief description of the request with specific information about how it should help to build the reputation and image of your program.
- 3) Anticipated outcomes; what will happen when your proposal is approved.
- 4) Funding needed/budget, and department match as well as any other sources for funding assistance (be specific). The budget **must show** a significant match from your department and any other appropriate sources of funding, such as an application from the Contingency Fund in the Research Office (if this request would meet the requirements for such an award), the President's fund, etc. The amount of funding **will not** exceed the amount of match from your department or a related funding source, such as a grant.
- 5) Statement of support with justification from unit head (if on e-mail, they can just e-mail a statement to Peggy.Cossette@ndsu.edu and indicate it is for your proposal). The statement must indicate how this will contribute to building the image and reputation of the program, and must clearly state the amount of match that the department will provide.

Signature of Head and date signed

The information listed above must be provided in the format specified; your proposal will not be considered if the information is incomplete. ALL REQUESTS ARE DUE IN THE DEAN'S OFFICE **NO LATER THAN THURSDAY, May 1st, 2008.** Requests can be for support of your work if it occurred after July 1st, 2007. Requests can be e-mailed to Peggy.Cossette@ndsu.edu or hard copy will also be accepted. All requests will be acknowledged by e-mail, so that you will know your proposal has been received. A faculty member can only receive this funding once during the academic year.

NO LATER THAN June 30, 2008, A BRIEF STATEMENT OF THE OUTCOMES THAT WERE A DIRECT OR INDIRECT RESULT OF YOUR PROPOSAL MUST BE PROVIDED TO THE DEAN'S OFFICE THROUGH E-MAIL (Peggy.Cossette@ndsu.edu) OR HARD COPY. Failure to provide this statement will mean that you will not be eligible for support from the Dean's Office in the 2008-2009 academic year.

Please let me know if you have any questions.