

North Dakota State University
Industrial and Manufacturing Engineering Department
Faculty Professional Development and/or Travel Guidelines 2014-15

Faculty will be allowed up to \$2000 per year for related professional development expenses to enhance their teaching and/or research activities. Some funding examples include: attending a conference, visiting a funding agency and visiting a collaborator.

This once a year funding opportunity may also be used to finance a collaborator's (or potential collaborator's) visit to NDSU; however the department will expect the collaborator to also present a seminar in conjunction with their visit to campus.

Faculty who receive travel funds as part of their start-up package are exempt from this funding opportunity until a successful third-year review has been completed.

Faculty are expected to submit a pre-approval form two weeks before the travel is to be completed in order to be able to receive department approval for funding.

If requesting matching funds from the College of Engineering the faculty member must submit a College of Engineering Travel Fund Matching Form to the Department Chair who will then, upon approval, submit the form to the Dean's Office.

NDSU Industrial and Manufacturing Engineering Department Faculty Pre-Travel Funding Approval Form

Date: _____

Faculty Member Name: _____

Collaborator Name (if collaborator is traveling to NDSU): _____

Travel Date(s): _____

Destination: _____

Travel Purpose, please circle one of the following options and then include description in the space provided below:

Research

Teaching

Start-Up

Amount Requested: _____

Requestor's Signature: _____ Date: _____

Approved for Travel: _____ Date: _____

Funding Source (to be filled in by Department Chair): _____