

**PIO Instructional Development Travel Grant (PIO-IDTG)
2019 - 2020 Application**



Applicants for the PIO Instructional Development Travel Grant must provide:

1. Application form
2. Proposal narrative (4 pages **maximum**). Use 7-point outline form below (budget included).
3. Detailed cost breakdown for the project, using the Proposal Budget Template provided (included in this application) as a general guide to assist you.
4. Identification of other funds being requested, such as:

FUNDING SOURCES	\$ REQUESTED	\$ APPROVED
OFD requested funds:	\$	\$
Department funds:	\$	\$
Other monies:	\$	\$
TOTAL	\$	\$

5. Signature of support from direct supervisor: department chair, school director, or college dean as appropriate.
Please Note: The application must be submitted at least two weeks prior to the event.

Proposal Narrative: (4 pages *maximum*; Shorter narratives are acceptable)

- 1) State type of event (e.g., workshop, symposium, professional training):
- 2) What is the purpose of the event? (one to two sentences)
- 3) Objectives: State the objectives for the event with respect to their impact on a course you will be teaching. (What do you intend to accomplish, and why is the event important?)
- 4) Provide a brief description of how the event supports your academic program's mission and objectives.
- 5) Assessment: How will attainment of the event's objectives be assessed and/or evaluated?
- 6) Dissemination: Applicants should state the plans for dissemination (if applicable) and uses of information (e.g., in the classroom) acquired throughout the course of the grant. For example, how could results be used beyond the specific event? How, when, and by whom will the information be used or shared?
- 7) Budget: Provide an itemized budget. You *may* use the Proposal Budget Template which follows to assist you. All proposals will be reviewed to determine the suitability of budgeted items in terms of stated event activities and fidelity with University policies and regulations.

Signature of Applicant

Print Applicant's Name

Applicant Title

Part Time Instructor/PIO member

Part Time Instructor/Non PIO member

Signature of Applicant's Supervisor

Print Supervisor's Name

Office Coordinator Name

Email

Phone

M.S.

OFD USE ONLY:			
OFD Date received & acknowledged:	Date scanned:	Decision date:	Date Email sent:
		Amount:	
Date follow up letter sent:	Date follow up letter sent: (to include protocol, missing materials etc..)	Date reimbursement processed:	Date final report received:

Revised 4/18/17 – TD

Proposal Budget Template				
Principal Applicant:				
		Initiation Date:		
		Completion Date:		
A.	Conference/Workshop Fees	Registration		Total
		Conference Attendance	\$	
			\$	
Total Conference/Workshop Fees			\$	\$
B.	Travel			
		Airfare	\$	
		Mileage	\$	
			\$	
			\$	
Total Travel			\$	\$
C.	Additional Training Fees			
		Training	\$	
Total Additional Training Fees			\$	\$
D.	Lodging			
			\$	
Total Lodging			\$	\$
E.	Meals			
		Breakfast	\$	
		Lunch	\$	
		Dinner	\$	
Total Meals			\$	\$
F.	Materials			
			\$	
			\$	
Total Materials			\$	\$
G.	Other			
			\$	
			\$	
			\$	
Total Other			\$	\$
Total	Other funds being used		\$	\$
PROJECT TOTAL				\$

Please Note: PIO Instructional Development Travel Grants may be used to fund focused conference workshops or training, and meetings directly related to student learning outcomes, in approved WMU courses and programs.

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Application Submission:

As well as contact information, application process, and ideas or questions; please contact:

Office of Faculty Development

2029 University Computing Center

Mail Stop 5268

or submit by e-mail to faculty-development@wmich.edu

(269) 387-0732