

Faculty of Arts  
**REQUEST FOR DEAN'S OFFICE FUNDING**

DEADLINES: March 15, June 15, September 15, December 15

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**TYPE OF REQUEST:**

Visiting Lecturer Support

Research Support

Academic Travel

Purpose of travel: \_\_\_\_\_

Date of travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Conference Support (for the purpose of putting on a conference)

Name of Conference: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Other: \_\_\_\_\_

**FUNDING RECEIVED FROM OTHER SOURCES:**

Rec'd

Applied for

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEAN'S OFFICE FUNDING RECEIVED THIS YEAR:**

Yes

No

**AMOUNT REQUESTED:** \_\_\_\_\_

**REQUIRED DOCUMENTS ATTACHED:**

Supporting Documents (quotes for airfare, hotels, food, etc)

Budget

**DEPARTMENTAL SUPPORT:**

Amount \$ \_\_\_\_\_

Department Head Signature

Date

**DEAN'S OFFICE APPROVAL:**

PDA Balance \$ \_\_\_\_\_

J. Taylor, Dean of Arts Signature

Amount Approved \$ \_\_\_\_\_

COPIED TO: Applicant

Department Head (if applicable)

**\*\* PLEASE SUBMIT APPLICATION TO ARTS BUDGET OFFICE, 300 Fletcher Argue\*\***