

RAFO Professional Development Form

Adjunct Faculty Mini-Grant Application

ELIGIBILITY: Funds are available to adjunct faculty who are full bargaining unit members of RAFO. This professional development activity should be designed to help faculty members enhance their teaching and other academic skills related to the field in which they are teaching. Activities not sponsored by Roosevelt University will have priority. Faculty members who have not received funds before will receive priority over those who have received a grant in the past.

DEADLINES: October 16 for Fall semester & March 16 for Spring semester.

AWARD NOTIFICATION: November and April.

Completed applications should be delivered to the RAFO Professional Development Committee in Room 256 of the Auditorium Building or may be sent via e-mail to rafo@rafo.org.

FUNDING: Applicants who are awarded a mini-grant will receive between \$100 to \$600 (based on quarter-credit increments). Awards will be paid to recipients after the recipient submits (1) a summary of the completed activity, (2) a list of expenses, and (3) proof the activity was completed.

INSTRUCTIONS: Complete and submit this application form. The RAFO Professional Development Committee will review all Proposals.

NAME _____ SEMESTER ____ FALL ____ SPRING ____ SUMMER

ACADEMIC DEPARTMENT _____

CAMPUS ____ CHICAGO ____ SCHAUMBURG ____ ONLINE

NUMBER OF CLASS(ES) ASSIGNED THIS SEMESTER _____

TITLE OF PROPOSAL _____

CATEGORY OF PROPOSAL

____ Research (Institutional Research Board approved?) ____ Workshop ____ Conference

____ Cqwtug ____ Creative Activities ____ Other

PROPOSED BUDGET (please list all expected costs here and date of activity)

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GOALS OF THE PROPOSED ACTIVITY (Please identify how your proposed activity will benefit you and your students. You may attach up to a 1-page narrative)

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SIGNATURE _____

DATE _____

Please provide actual receipts and additional narrative upon of completion of project. If you are unable to satisfy the requirements of the grant, please contact Ami Hicks at amhicks@roosevelt.edu.

FOR RAFO PROFESSIONAL DEVELOPMENT COMMITTEE USE ONLY
RAFO ROOM 256, AUDITORIUM BUILDING

DATE RECEIVED _____ APPLICATION # _____

*THIS FORM IS AVAILABLE ON THE RAFO WEBSITE (www.rafo.org)