

Dear FFIS Roster Faculty,

To apply for departmental funding for conference participation and professional development (e.g., presentations of research at conferences, participation in faculty development workshops, etc.) for the 2017-18 fiscal year (July 1, 2017-June 30, 2018), please e-mail me the following information by **COB (close of business: 5:00 p.m.) Friday, September 1st, 2017**.

- 1) Please complete the attached form and provide all information requested below:
- 2) A detailed description of activity (if presenting a conference paper: title of paper and brief abstract);
- 3) If a conference paper, please indicate if a) you have already submitted an abstract to the conference, b) the paper has been accepted for presentation;
- 4) Briefly explain how this paper ties into your broader, cohesive research agenda;
- 5) The date and name of last conference where you presented results of research; if requesting money for a workshop, date and name of last workshop attended;
- 6) A brief description of any progress made on most recent conference presentation(s) to publish the respective work(s) (e.g. submitted the paper to a journal for possible publication; paper has been accepted for publication by a journal, etc.); if requesting money for workshop, explain benefits from last workshop attended;
- 7) A detailed budget to include all related expenses: transportation, lodging, per diem (\$32 per day for out of state activities; for foreign travel, the M&IE expense is broken down on a separate page and the incidentals must be subtracted: see http://aoprals.state.gov/content.asp?content_id=184&menu_id=78; click on Rates by Location to find the total for your city. Then click on Appendix B Breakdown (link below) to subtract the I.E. amount. http://aoprals.state.gov/content.asp?content_id=114&menu_id=81). Please do not expect that the Department will be able to fully fund a foreign conference. I trust that you will be frugal/economical with your budget requests to assist the department with funding as many qualifying requests as possible.

You may e-mail me more than one request (i.e., funding for more than one activity), but please rank your activities in order of preference (#1 is top preference, #2 is second, etc.) in case only one activity per faculty member can be funded or partially funded in 2017-18. I will not be able to determine if funding will be available for multiple activities per faculty member until after I review all requests from the first call. If funding is still available after the first round of requests, I will issue a second call. However, priority for funding approval will be granted to those requests received during the first round (by September 2). Thanks in advance for your attention. Of course, you are also welcome to submit your requests PRIOR to Friday, September 1st, 2017. Please enter "Request for Funding" in the subject line of your e-mail.

Special consideration will be given to presenting papers, organization and directing of panel sessions, and active participation in and/or executing developmental workshops. Simply attending a conference (i.e., no workshops but simply listening to papers) will not be funded.

Thank you for these considerations.