

LINDENWOOD
UNIVERSITY
OFFICE OF INSTITUTIONAL EFFECTIVENESS

Funding Request Form for Assessment-Related Professional Development

Purpose: This form is used to request funding from the Office of Institutional Effectiveness to participate in assessment-related professional development. Separate forms must be submitted for each individual requesting funds.

Submit completed forms to Assessment@lindenwood.edu.

Name: _____ School/Unit: _____

Title of professional development activity/event: _____

Dates of activity/event: _____ Location: _____

Breakdown of total cost:

Registration	\$ _____
Transportation	\$ _____
Accommodation	\$ _____
Meals	\$ _____
Parking	\$ _____
Ground Transportation	\$ _____
Other	\$ _____
Total cost of activity/event:	\$ _____
Total requested from OIE:	\$ _____
Total requested/approved from another unit:	\$ _____

How will your normal work be covered/addressed while you are participating in this activity/event?

Criterion 1: RELEVANCE--Briefly describe how this activity/event supports institutional assessment at Lindenwood University.

Criterion 2: IMPACT--Briefly describe how you will share your new insights with the Lindenwood community on your return?

Criterion 3: DISTRIBUTION—Have you received funding from the OIE for assessment-related professional development in the past two years? If so, please outline how the funding was used and how your participation impacted Lindenwood University.

APPROVALS

Dean or Supervisor: _____

Chief Assessment Officer: _____

Provost: _____

For Office Use Only

Maximum amount awarded: \$ _____

STIPULATIONS

Notes:

1. Funding requests should be for less than \$1500 per applicant.
2. All funding requests must include separate evidence/verification of the professional development activity/event.
3. When possible, funds should be requested from the applicant's immediate supervisor before they are requested from the OIE.
4. Funds are available on a first come, first served basis.
5. All applications are evaluated against the three criteria by the Subcommittee for Assessment-Related Professional Development.