

Additional PIP Funding Instructions and Application

Note: funding requests must be approved by the VPI office in advance of the activity or expenditure. PIRT will review requests over \$1,500.00. Normal college processes for travel reimbursements, including out of state travel, applies.

Individual faculty can apply for unused PIP account funds when other funding sources are exhausted. Faculty will be informed when all available funds have been expended. Applicants may apply for additional PIP funding when the following conditions are met:

- All other PIP monies in individual PIP account are expended (if applicable);
- Appropriated department travel funds are also expended (if applicable);
- Requests are linked to an approved Professional Improvement Plan.

Submission Instructions:

Applications for the current Academic year will be accepted starting September 15. Applicants will be notified with regard to their application status within 15 business days of receipt, unless PIRT review is required. Please detail the connection of the request with your professional improvement, sign, date, and submit this application to the Vice President for Instruction's office.

Additional PIP Funding Instructions and Application

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Applicant Name: John Smith

Applicant Status: Full-time

Department and other PIP funds (if applicable) expended? Yes No

Amount of funds requested: \$1,020.00

Reason for request: Conference 2018

Connection of request to professional improvement: The request connects to:

Applicant Signature

Date

Dean Signature

Date

Recommended

Not Recommended

PIRT chair (only for requests >\$1500)

Date

Declined

Approved

VPI Signature

Date