**URGENT REMOTE INSTRUCTION**

**PROFESSIONAL DEVELOPMENT FUND FOR LEO LECTURERS**

**APPLICATION COVER PAGE**

**WINTER 2020, SPRING 2020, SUMMER 2020, SPRING/SUMMER 2020, FALL 2020 and WINTER 2021**

**Instructions:** Applicants should complete Items 1-11 and have their program directors/chairs or deans complete Item 12. The application must include 1) a completed application cover page (including signatures or an email confirming agreement in lieu of signature) and required attachments (see below), 2) a brief description of the proposed expense, and 3) an itemized budget and must be submitted to Academic Human Resources at the address provided below. **Please submit a complete proposal containing all of the required items above as a single Microsoft Word or PDF document.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant Name (printed) Signature

3. 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant Title (e.g. Lecturer IV) Date of initial appointment as Lecturer

5.

 E-mail address

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Office Address Telephone Number

7. \_\_\_\_\_\_

 Program/Department School/College

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program/Unit/Department Administrator

8. **1-2 Sentence** **Proposal Summary:**

9. **Semester expense was incurred (i.e. Winter 2020, Spring 2020, Summer 2020, Spring/Summer 2020, Fall 2020 or Winter 2021\*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Please note: You must attach proof of payment for the expense incurred with your application.** If the expense is not yet incurred, but is anticipated, you will be required to submit proof of payment after receipt of the funds.

\*Please note that Winter 2020, Spring 2020, Summer 2020, Spring/Summer 2020 and Fall 2020 applications will be considered before Winter 2021 applications.

10. **Amount Requested** **(Not to exceed $250. If your expense is greater than $250, please provide justification for consideration of additional award of funds (potentially up to $500) in your description on page 3):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. **Certification of Other Support from my Academic Unit (check one):**

\_\_\_\_\_ My academic unit does not provide funding for this proposal. **Please attach proof that you submitted the expense and have been denied reimbursement of the expense.**

 \_\_\_\_\_ I applied for funding for this proposal from my academic unit, and received the following funding: $\_\_\_\_\_\_\_\_\_\_\_\_.

12. **Program/Department Verification (to be completed by Program Director/Chair or Dean or designee):**

 **By signing below, I certify that the following statements are true:**

This proposal is being submitted by a Lecturer who is actively appointed for the term related to the request for funding related to Urgent Remote Instruction **(i.e., Winter 2020, Spring 2020, Summer 2020, Spring/Summer 2020, Fall 2020 or Winter 2021 only).**

The expense is related to direct instructional work performed remotely in Winter 2020, Spring 2020, Summer 2020, Spring/Summer 2020, Fall 2020 or Winter 2021.

 *Program Director*/*Chair/Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (Printed Name)

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (Signature)

 *Department/School/College* **\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Please complete the sections below consisting of a description of the proposed expense incurred and an itemized budget. *Please also attach proof that you submitted the expense for reimbursement and were denied reimbursement from your unit OR please attach proof of payment for the expense incurred.***

**Application Deadline**: Requests for Winter 2020, Spring 2020, Summer 2020, Spring/Summer 2020, Fall 2020 or Winter 2021 will be received on a rolling basis until all remaining funds are exhausted. Applications received by the last day of each month will be reviewed by the committee with decisions to follow during the first half of the following month until all remaining funds are exhausted.

Winter 2020, Spring 2020, Spring/Summer 2020 and Fall 2020 applications will be prioritized before Winter 2021 applications.

Completed applications should be submitted via e-mail to LEOProfDev@umich.edu

**Please give a detailed description of the expense and the related instructional application or purpose for the expense.**

**Please provide an itemized budget in the space below.**