

Crisafulli Fund Application Cover Sheet

The Crisafulli Fund is a competitive fund. To be eligible, faculty must have already received funds from the Faculty Leadership Fund and the Faculty Professional Travel Fund within an academic year. Please see full details on Utica College's Faculty Resources Committee Information web page.

The Crisafulli Fund will provide up to two awards with a **maximum reimbursement of \$2,250**. The application deadline is **March 16th** of the fiscal year.

Please note that Utica College's Travel Policy requires that all receipts for all expenses incurred during travel must be submitted with a completed Travel Expense Voucher upon two weeks from travel end date.

Applicant: _____ Date: _____

1. Purpose of trip: _____
2. Location of event: _____
3. Dates of event: _____
4. Your role at the event: _____
5. Have you applied, or are you going to apply, for funding from any other source? _____
 - a. If yes, from where? _____
 - b. If already awarded, total other funding: _____
6. Attach an explanation of how this event fits into your overall plan for professional development.
7. Attach a current Summary of Professional Activities.
8. Attach an itinerary and contact information so that the College can contact you in the event of an emergency.

Estimated Budget:

Transportation: _____

Lodging: _____

Meals: _____

Registration: _____

Miscellaneous: _____

Total Estimated Amount: _____

For FRC Use: _____
Total Estimated Award: _____

Dean's Signature: _____

****Note: Your School Dean's signature is required on this application for authorization of travel if NO ADVANCE is requested. If you are requesting an advance, please submit a Travel Authorization and Advance Form, along with receipts, with this application.****
