



**CENTER FOR
TEACHING & LEARNING**

Professional Development Mini-Grant Proposal Application

These funds support individual faculty members or collaborative projects among faculty that enhance professional development. Mini-Grants are awarded to individual faculty to support ongoing research, reimbursement for training/professional development, the purchase of materials that are directly linked to a specific project, etc.

Name:

Department:

Phone: E-mail:

Academic Year:

Date(s)/Location of Event/Conference Title:

**All sections of the application must be completed and signatures obtained (except Co-Director of CTL and Vice President of Academic Affairs) to be accepted.*

**A completed TRA (with only your signature) must be completed and included in your application package.*

**All applications must be received no later than 10 business days prior to the event/conference. Any proposals received after that time will not be accepted.*

Proposal Description (Be thorough in describing how this project/events/conferences, etc. will support your professional responsibilities.)

Alignment with Center for Teaching and Learning Mission (Located on the CTL website, www.ccm.edu/ctl)

Alignment with current CCM Strategic Plan (Located on the CCM website, <http://www.ccm.edu/wp-content/uploads/pdf/facstaff/strategicplans/strategic-plan-fy-2018-2020.pdf>)

Objectives

Funding Requested – Maximum \$1000 (No duplicates permitted if you are receiving funding from another source).

Benefits to the Department & CCM

Share Format (Article, Learning Session, Narrative or Presentation) – If you are traveling out of state, the narrative required by the Board of Trustees can be used to satisfy this requirement.

Approvals

Applicant: Date:

Department Chair: Date:

Division Dean: Date:

Director CTL: Date:

Date:

Sr. VP of Academic Affairs, Workforce Development
& Student Success