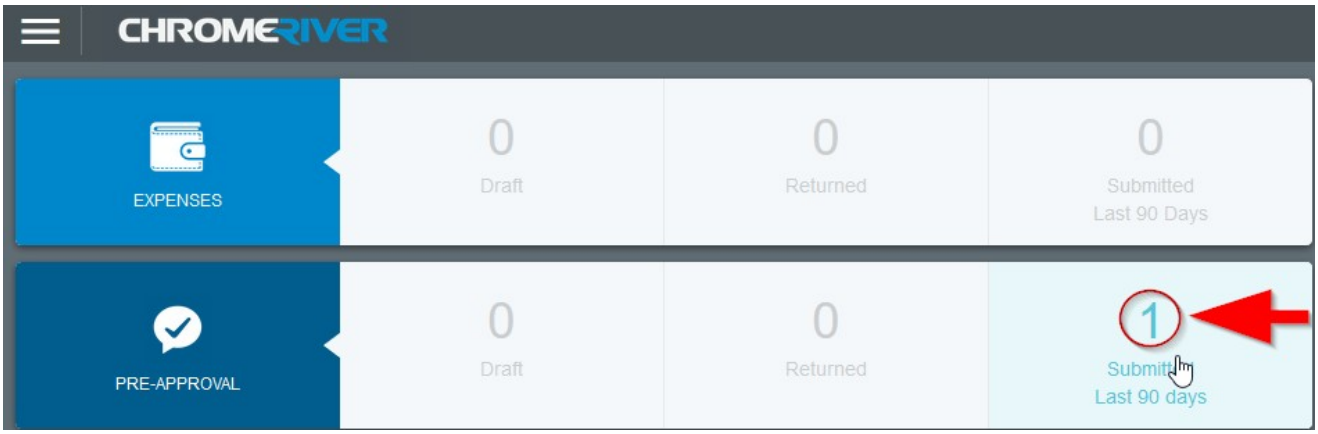
Submitting Your Professional Development Grant

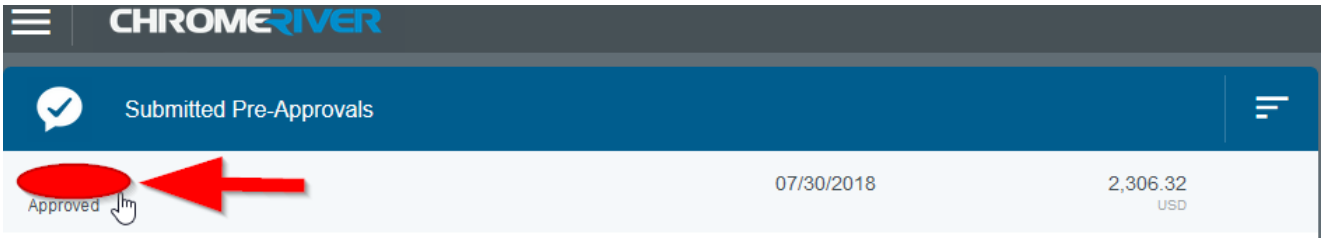
Step 1: Travel prior approval should be done in Chrome River using fund number provided by your department (this fund will not be used for travel reimbursement. If you are awarded a PDG grant a fund number will be provided).
Click Here to go to Chrome River (travel.wcu.edu)

Step 2: Once you have approval in Chrome River you will need to go in and print the PDF of the approval sheet and attach it with your PDG application.

In Chrome River, select your pre-approved submission.



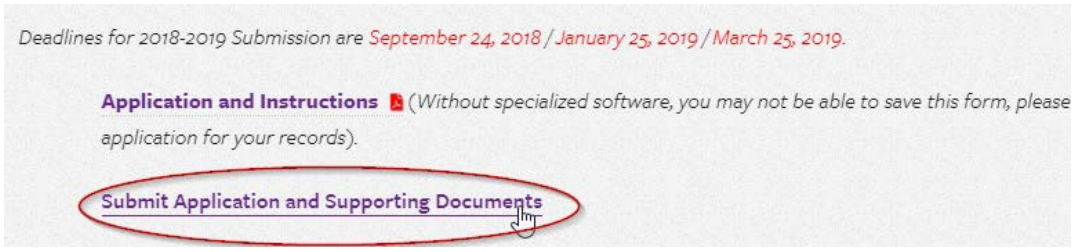
On the next screen, you will need to select the title of the submitted pre-approval.



You will now have the option to print a PDF. Please attach the PDF to your PDG application.

Step 3: Complete Application (page 2)

Step 4: Email Application with all supporting documents through the CFC webpage on the WCU website or by emailing aparris@email.wcu.edu



For Chrome River questions email Anita Hall sahall@wcu.edu
For Travel reimbursement questions contact Lynley Hardie lehardie@wcu.edu
For all other questions, please email Annette Parris aparris@email.wcu.edu

Professional Development Grant Proposal Cover Sheet

Western Carolina University
Coulter Faculty Commons
172 Hunter Library
Cullowhee, NC 28723

Signature

Date

Please fill out all form fields. Incomplete applications will not be considered.
Attach additional sheets if necessary.

Applicant's Name	
Department / Office #	
Professional Development Grant Proposal Title	
Name of Activity	
Activity Site	
Travel Dates	
# of Professional Development Grants Received in the past 2 years	
Brief title of all Professional Development grants received in the past 2 years	
How would the proposed activity meaningfully contribute to the professional development of the applicant?	
How would the proposed activity strongly support program, department, and/or university mission?	
How does the activity offer a high benefit/cost ratio?	

What is your status with WCU?

☐ Tenured ☐ Tenure Track ☐ Emeritus ☐ Phased Retirement ☐ Non-Tenure Track ☐ Adjunct

Expense	**$ Cost of Expense**	**Support Source**	**$ Amount of Support**	
Total estimated cost (from Travel Preapproval Form)		Department		
		College		
		Applicant		
		Other		
TOTAL Anticipated Expenses	$ 0.00	**Total Support**	$ 0.00	**Amount Requested** $ 0.00

Does this activity qualify for the Chancellor's Travel Fund? ☐ Yes ☐ No

If this proposal cannot be fully funded from state resources, are you willing to pay the difference?

☐ Yes ☐ No

***** PLEASE NOTE: IF funded, your name, title of grant proposal, and award will be published. *****