



## FACULTY STUDY/SERVICE STIPEND REQUEST FORM

Each academic year \$700 is available to faculty. Funds may be accrued on your account for 5 years only. In further considering the guidelines for use of the Study/Service Fund, the Curriculum Committee (June 25, 1986) especially encouraged use of the funds for attendance at professional meetings and for transcultural study and service. The policy for use of this fund is that the amount requested be at 80% (maximum) of the expense incurred.

The Committee also agreed that library book budget and regular professional improvements should be used for journals and books before turning to this fund. When funds for books are requested, the request should indicate that the books to be purchased are not and will not likely be available in the library. In addition, the Committee noted that Lilly Endowment funds for individual research and writing projects should be utilized before turning to this fund.

Please check:

- I would like funds to be held for my sabbatical travel in \_\_\_\_\_ (year).
- I request funds for the following purposes:

Please provide specifics below. For example, budget for professional travel or rationale for book purchases)

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Faculty Member	Amount Requested	Date
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Dean	Amount Approved 225-2161	Date
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CC: Dean's Office; Business Office