

**Faculty Professional Development  
Self-Directed Activity Grant Application Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Home address \_\_\_\_\_ Home phone \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ ID# \_\_\_\_\_

Division \_\_\_\_\_ Dept \_\_\_\_\_ LBCC Ext. \_\_\_\_\_

Title of Proposal or Activity \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Percent of Leave (*half, full, etc.*) \_\_\_\_\_

<b>A. Department Funds</b>	
Travel:	
Private Car	\$ _____
<i>(\$.535x _____ miles)</i>	
Car Rental	_____
Shuttle/Taxi	_____
Commercial	_____
Other	_____
Admission Fees _____	
Meals	_____
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a>)</i>	
Lodging:	_____ #nights
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a> 15 days max)</i>	
Other ( <i>specify</i> )	_____
Other ( <i>specify</i> )	_____
Total	\$ _____

<b>B. Personal Funds</b>	
Travel:	
Private Car	\$ _____
<i>(\$.535x _____ miles)</i>	
Car Rental	_____
Shuttle/Taxi	_____
Commercial	_____
Other ( <i>specify</i> )	_____
Admission Fees _____	
Meals	_____
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a>)</i>	
Lodging:	_____ #nights
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a> 15 days max)</i>	
Other ( <i>specify</i> )	_____
Other ( <i>specify</i> )	_____
Total	\$ _____

<b>C. Professional Development Funds</b>	
Travel:	
Private Car	_____
<i>(\$.535x _____ miles)</i>	
Car Rental	_____
Shuttle/Taxi	_____
Commercial	_____
Other ( <i>specify</i> )	_____
Admission Fees _____	
Meals	_____
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a>)</i>	
Lodging:	_____ #nights
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a> 15 days max)</i>	
Other ( <i>specify</i> )	_____
Other ( <i>specify</i> )	_____
Total	\$ _____

<b>Total Cost of Activity (A+B+C)</b>	
Travel:	
Private Car	\$ _____
<i>(\$.535x _____ miles)</i>	
Car Rental	_____
Shuttle/Taxi	_____
Commercial	_____
Other ( <i>specify</i> )	_____
Admission Fees _____	
Meals	_____
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a>)</i>	
Lodging:	_____ #nights
<i>(Federal per diem rate <a href="http://www.gsa.gov">www.gsa.gov</a> 15 days max)</i>	
Other ( <i>specify</i> )	_____
Other ( <i>specify</i> )	_____
Total	\$ _____

Please read the Professional Guidelines (available from department secretary). Seek additional information from a committee member to assist in clarifying requested information.

In an attached narrative statement, address the following:

1. Describe the general nature and goals of your planned activity.
2. Detail a time line and/or itinerary for each element of the activity.
3. Detail specifically how each element of your activity connects to your professional assignment at LBCC and will enhance your ability to do your job. Include explanation of how these apply to specific courses you teach or other job tasks.
4. Explain why this particular activity is an effective way to achieve your goals.
5. Include any other information which you feel will clarify your proposal.
6. Attach any brochures, articles, or other documents which will support your proposal.

\_\_\_\_\_ Check here: My supervisor has received a copy of this application.

*As per Article 19 of the Agreement between Linn-Benton Community College and Linn-Benton Community College Faculty Association, I agree to return to service for the District for at least three terms after the activity. Otherwise, all the funds I receive under the leave must be repaid in full.*

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Signature of Applicant (Required)