

## **STUDY GRANTS**

Regular faculty members may be granted reimbursement for fees and expenses incurred while attending lectures, seminars, workshops, etc., which will increase the effectiveness of their teaching.

### **Applications**

The applicant shall submit the following to his/her academic dean for consideration by the Executive Committee as a basis for recommendation to the Provost for coordination with the President and the Board of Trustees.

A memorandum from the department chair and academic dean which justifies the cost to the University by explaining the contribution to the curricular program from this assignment and why the applicant is specifically fitted to carry it out. The date, place and nature of the activity should be clearly indicated.

No Study Grant will be available to members of the faculty while on leave.