



MONTANA
STATE UNIVERSITY

JAKE JABS
College of
BUSINESS &
ENTREPRENEURSHIP

Faculty Support for Student Professional Activity Funding Application 2017-18

Purpose of Funding

Jim and Connie Alderson, and Alan and Jean Kahn, have graciously donated funds for use by JJCBE faculty to support mentoring of students through JJCBE sanctioned clubs, organizations, courses and other activities.

These funds are intended to assist the faculty member with travel expenses in conjunction with student organizations and student competitions, mentoring opportunities, leadership training, and/or pedagogy training that will enhance student experiences in competitions or career development.

Who May Apply

A faculty member may request up to \$1,500 for AY 2017-18. The amount awarded, if any, will depend on how closely the proposed activity adheres to the purpose described above, the amount needed for travel, accommodations, food and registration fees if any, and the number of other applications received. When all our professional development funds have been allocated, no more awards will be available for the 2017-18 year.

How to Apply

Please use the form on the reverse to apply for funds. Applications will be reviewed on a rolling basis but are **due at least four weeks before the date of the activity**.

If for any reason an applicant does not participate in an activity for which the applicant received funds, the applicant will be obligated to return the funds.

Questions?

Please contact Linda Ward, Program Manager, Bracken Center, 108 Jobs Hall, lward@montana.edu.



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Name of Organization or Other Activity: _____

Your name (please print): _____

In a separate memo, please:

1. Describe in as much detail as possible the activity for which you are requesting funding. Explain why this activity is consistent with the purpose of professional development funds as described above.
2. Indicate when the activity will occur and who will participate in the activity. If you do not yet know exactly who will participate, please indicate the number of students you expect to participate and your expectations for their participation.
3. Include a budget in as much detail as possible showing how much your travel and/or other activities will cost. Please keep in mind that you may request up to a total of \$1,500 regardless of how many faculty members plan to participate in the activity.

Your signature: _____

Date: _____

Please return to Linda Ward, 108 Jabs Hall, lward@montana.edu, at least four weeks before the date of the proposed activity.