

Scholarship / Research / Creative Expression Reimbursement Program

Procedures for Obtaining Assistance:

1. Faculty member submits to chairperson, a one page abstract, describing the activity and its cost. There will be a \$250.00, per year, per person maximum.
2. Chairperson signs Reimbursement Program Application Form, attaches appropriate documentation (Voucher Payment Form, original receipts, and supporting documents), and forwards to the Dean.
3. Dean signs and forwards recommendation for final approval and funding to:

Nina Jemmott
Office of the Provost
Raubinger 100
4. Please note: Scholarship / Research / Creative Expression funding is additional faculty support and should not / does not replace departmental and / or college allocations.

