

Request for Proposals
for Using One-Time CTE Funds
To Support Development and Training in Assessment

CTLA has received extra funds this year to support development and training in assessment. The money comes from unspent Commitment to Excellence funds from prior years. To request these funds, please submit a proposal with the following information to Sharon Calhoon, CTLA, KO 124, as soon as possible, but no later than February 1, 2006.

1. Requestor's name, , title, and department
2. Requestor's signature, with date
3. A detailed description of the training/development activity you propose to fund. If travel to a conference, include name of conference, location, dates, etc. If a consultant, include person's name, title, area of expertise, date(s) of person's visit, with whom the consultant will be working, etc.
4. Amount of money requested: Include an itemized list of expenses (e.g., conference registration fee, mileage, airfare, hotel, consultant's stipend) and the total amount you are requesting. If the department is willing to fund part of the expense, include that information as well.
5. A description of what you expect to gain from this activity. What do you wish to learn? How will you use the information? Are you willing to share what you have learned with others on campus? If so, in what way?
6. A brief statement from the unit head (director, chair, dean) in support of your request, signed and dated.

Proposals must be received by Sharon Calhoon by February 1, 2006