

Name: _____ Date submitted: _____

Department: _____ Location: _____

Meeting or Project Name: _____

Does this trip include international travel with a student? Yes No If yes, please see: <http://www.whitman.edu/content/ocs/faculty/faculty-led-trips>. Whitman College **requires** the faculty-trip leader to have a cell phone with international capability with them on the trip. If the faculty trip leader’s US cell phone does not have international capabilities, you may rent a phone from Cellular Abroad or another service provider. Please note that trip leaders should be sure to include the cost of the cell phone in your trip budget.

Please indicate the nature of your funding request by checking one of the below:

A. Professional meeting, workshop or conference.

● Will you be presenting? Yes No
Title of paper to be presented:

● Will you be chairing a session or performing a professional leadership role? Yes No
Title of session to be chaired or description of role:

● Other role at the meeting (please describe)

B. Scholarly or Research Project:

Describe the project and its significance. Justify the location and duration of the project and the need for funding.

What scholarly results do you anticipate from this project (publication, performance, other).

C. Instructional Development Project

Describe the project and in what way it will benefit the learning of students in your courses.

Please indicate:

- | | | |
|----|---|----|
| 1) | Total ASID funding request | \$ |
| 2) | Time frame of this project | |
| 3) | Please provide an itemized justification for your budget request: | |
-

Do you have other support for this work? Yes No If yes, please explain:

**Maximum allowance for lodging is \$2,000; Airfare upgrades and travel insurance are generally not permitted; Daily average maximum food allowance is \$75 per day with maximum of \$375. Itemized original receipts are required as Whitman College does pay a per diem for meals.*

PDA FUNDS ALLOCATION:

Please summarize how you have used, or plan to use, your PDA funds, accounting for the full \$2,000 allocated for 2022-23 and any ASID funds you received earlier in this academic year. This section must be complete in order for the ASID Committee to consider your request.

<u>Activity</u>	<u>Date</u>	<u>Amount</u>
		\$
		\$
		\$
		\$

PDA FUNDS ALLOCATION:

Please list concrete and specific ways that your most recent PDA/ASID work helped to enhance your capacities as a teacher-scholar, impacted student learning, had a public impact, or benefited Whitman's national reputation.

The ASID Committee will ask for a plain language summary of up to 500 words at the completion of your funded work. We encourage you to include this summary in your annual activity report.
Submit this completed form to the Office of the Provost and Dean of the Faculty, c/o [Qi Jia](#), by e-mail attachment.