

The Baskin Fund Guidelines

Monies from the Baskin Fund are awarded to full-time faculty members in graduate programs or departments to offset the costs associated with registration fees, travel, and accommodations when traveling to professional and academic development events such as conferences, meetings, festivals, and workshops. The cost of food and beverages are not covered by this award.

The Baskin Fund Committee reviews all applications and selects recipients based on applicant needs and availability of funds. Awards for successful applicants are capped at \$500. Faculty members may submit only one application per academic year, and applications must be received at least one month prior to the event for which the funds will be used. A member of the Baskin Committee may apply for the award provided the member recuses her/himself from consideration of his/her own application. Completed applications should be submitted to Andrew Whatley in the Office of the Vice President for Academic Affairs on the 8th floor of the 600 S. Michigan building.

Note that funds awarded will only be disbursed upon the recipient's completion and submission of the College's expense reimbursement form. Awardees should be sure to retain all applicable receipts.

Upon returning from the funded event, awardees should submit receipts for reimbursement in accordance with the college's existing procedures. Completed paper forms should be forwarded to Andrew Whatley. Faculty members completing reimbursement forms online should be sure to change the default Department to "4734" (Academic Affairs) and the default Project to "BASKIN." Awardees should keep in mind the amount of the award and remember to submit a separate reimbursement request to their home departments for any expenses in excess of the award.

The Baskin Fund Application Form

Full-time faculty members in graduate departments of programs must complete this application form and secure the signature of their department or program chairperson, director, or coordinator. **Application forms *must be submitted no later than a month before the date(s) of the event.***

Please send this completed application along with any supporting materials to **Andrew Whatley, Academic Affairs Office, 600 S. Michigan Avenue, 8th floor.**

The Baskin Fund Committee will select recipients each semester based on applicant needs and availability of funds.

Name: _____

Department: _____

Office Phone: _____

Home Phone: _____

Event Information:

Name of Event: _____

Location of Event: _____

Dates of Event: _____

Event (registration) Fee: _____

Amount requested (up to \$500): _____

Please attach a BRIEF description of your role at the event and its contribution to your ongoing professional development.

Name of Chair/Director/Coordinator [please print] _____

Signature _____ Date _____

Department's Contribution: _____