

CALS Dean's Excellence Fund

This request for proposals shall be used in the initial screening process of awarding funds to enhance the student experience. Please complete this form and return to Sharon Murdock in room 65 in the Iddings Ag. Science Building or sharonm@uidaho.edu.

Funds may be used for any of the following reasons: Recruitment, undergraduate research and student travel for professional development, conferences or competitions. Funding requests should typically not exceed \$500 for individuals (\$750 per academic year) and \$2,000 for club activities per academic year.

If you are traveling, please make travel arrangements with your major department at least two weeks before departing, otherwise you will be at risk for not receiving reimbursement. Please allow 2-4 weeks for application to be processed.

Name: _____ Vandal ID: _____

Phone: _____ Email: _____

Club/Organization/Class: _____

Amount Requested: _____ Date Needed: _____ Depart Date: _____ Return Date: _____

Are there other sources of funding?

Name of Organization: _____ How much? _____

If a reimbursement is needed, what index number will need reimbursed?

Index Number: _____

Please describe how this money will be used. Examples may include travel expenses, conference registration costs, event implementation, undergraduate research, etc. (please attach if you need more room). _____

For Club Requests:

Are you a CALS club in good standing with CALSAC? Yes or No (Circle one)

Have you requested funds from ASUI? Yes or No (Circle one)

Have you requested departmental funds? Yes or No (Circle one)

Have you requested funds from other sources? Yes or No (Circle one)

Name of funding source? _____ Amount of funds requested? _____

For Individual Requests:

Please state your department and major: _____

Have you requested departmental funds? Yes or No (Circle one)

For travel to professional/scientific meetings, do you have financial support from your research mentor/Principle Investigator? _____

Budget and what proportion of funds requested from Dean's Excellence Fund

Budget	
	Total
Conference/ Event Registration	
Hotel	
Transportation	
Air Fare	
Personal Vehicle	
Rental Car	
Parking	
Miles Round Trip	
Fuel	
Other	
Other	
Total	\$

What benefit do you anticipate from participating in the activity for which funds are requested?

Maximum Funding Level: _____

Signature and date: _____

Within two weeks of the conclusion of the event or use of these funds, a report shall be submitted to cals-social@uidaho.edu. The report will include pictures, complete with captions and a brief summary of how the funds were used.

APPROVAL - FOR USE BY CALS ADMINISTRATION	AMOUNT APPROVED: \$ _____
_____	_____
Matt Doumit Associate Dean, Academic Programs	Date



Return form to Sharon Murdock
Iddings Ag. Science Building, Room 65
sharonm@uidaho.edu