

# Northwestern

OFFICE OF THE PROVOST

## Underrepresented Minority Faculty Professional Development Grant Program Application

First Name:	Last Name:	
Faculty Rank:	Department Name:	School:

### PURPOSE OF ACTIVITY/TRAVEL

<b>Briefly describe how this professional development activity supports diversity, equity, and/or inclusion. Please include a link to the website and/or other relevant information.</b>		
Description of Activity/Travel (no more than 50 words):		
Period of Activity/Travel Begin Date:	Period of Activity/Travel End Date:	Travel Location (City, State; virtual):
Role in Activity: (attendee, organizer, panelist, presenter, speaker, etc.)		

### PROPOSED ACTIVITY/TRAVEL BUDGET

<b>Allowable expenses include airfare, mileage reimbursement, lodging, ground transportation, meals, and registration/conference fees. Continue on separate sheet if needed. Approved grant funding will be reimbursed based on submitted receipts.</b>		
Date: mm/dd/yy	For:	Projected Expense:
<b>Total Projected Activity/Travel Expenses:</b>		
<b>Total amount requested from the Office of the Provost:</b>		
<i>The Office of the Provost will match department/school contributions up to \$2,500 per individual, per academic year</i>		
Chart string (if known) or department administrator who will assist in submitting funding request/transfer		

### DEPARTMENT/SCHOOL APPROVAL AND REQUEST FOR MATCHING FUNDS

Chair or Dean Providing Matching Funds:	Amount of Funds Approved:
Authorized Department/School Signature (electronic signature or email):	Date:

## Underrepresented Minority Faculty Professional Development Grant Program Application

Submit completed form and accompanying documentation to [facultyrecords@northwestern.edu](mailto:facultyrecords@northwestern.edu).

### Program Description

The Underrepresented Minority Faculty Professional Development Grant Program is intended to supplement school support for underrepresented minority faculty members' professional development opportunities as it relates to diversity, equity, and inclusion.

Some examples include:

- [Association of American Medical Colleges \(AAMC\) Mid-Career Minority Faculty Leadership Seminar](#)
- [National Center for Faculty Development & Diversity](#)
- [The Faculty Women of Color in the Academy Conference](#)

### Grant Amount

The Office of the Provost will match department/school contributions up to \$2,500 per individual, per academic year. Up to ten total grants (across all schools) will be provided each academic year. Funds will be reimbursed/transferred based on submitted receipts; acceptable expenses must comply with Northwestern University travel policies.

### Faculty Qualifications

The travel grant is intended for faculty members from underrepresented racial or ethnic minority groups. All full-time, tenure-line, instructional, or clinical minority faculty are eligible for funding. Research, adjunct, and visiting faculty are not eligible.

### Grant Request

Faculty members should submit a completed Grant Program Application to [facultyrecords@northwestern.edu](mailto:facultyrecords@northwestern.edu).

- A budget detailing allowable travel expenses (airfare, mileage reimbursement, lodging, ground transportation, meals, registration/conference fees)
- A brief rationale (no more than 50 words) related to how this professional development activity supports diversity, equity and/or inclusion
- The name and signature of the Department Chair or Dean agreeing to provide matching funds (an electronic signature or email with a stated approval is required)