

# UNO English Dual Enrollment DUAL ENROLLMENT TEACHERS PROFESSIONAL DEVELOPMENT GRANT APPLICATION 2018-2019

The UNO Department of English is pleased to announce grants for the 2018-2019 school year. Grants can be used to support any type of professional development that will enhance a Dual Enrollment teacher's ability to deliver high-quality instruction to his or her students. This includes travel and substitute teacher costs.

## **Funding Amounts and Limitations**

Grants are limited to a total of \$1,000.00 per fiscal year (AY), subject to availability of DE funds.

## **Application Process**

- Complete the following grant application and send it to Chuck Johanningsmeier, the department's Dual Enrollment Coordinator ([jmeier@unomaha.edu](mailto:jmeier@unomaha.edu)). **In accordance with University and College travel guidelines, this must be done at least 30 days in advance of the first day of travel. It is very important that you make plans far in advance.**
- Proposed budgets should be as complete and accurate as possible. If submitting a request prior to having complete information, the applicant should budget on the high side, since unused funds can be used later; **under no circumstances will any funds more than those originally requested be disbursed after the travel has occurred.**
- All information requested must be addressed completely, concisely, and accurately. Please remember to tell how your travel could potentially benefit Dual Enrollment teachers and/or students.
- If your application is approved by the department's Dual Enrollment Coordinator (Chuck Johanningsmeier), he will notify the Department Chair (Tracy Bridgeford). She will then make the final decision whether to approve your request.
- If your application is approved by the Chair, contact Ms. Jill Sutton, the Department of English's Staff Assistant, for assistance making travel plans ([jmsutton@unomaha.edu](mailto:jmsutton@unomaha.edu)) or 402-554-2635.
- For details about what is and isn't covered under the new University of Nebraska Travel Guidelines (effective July 1, 2018), consult those guidelines at: <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/policies/university-of-nebraska-travel-policy---final---july-2018.pdf>

# 1. Applicant Information

Name: \_\_\_\_\_

High School: \_\_\_\_\_

High School Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**\*\*\*Your supervisor must send an email to Chuck Johanningsmeier ([jmeier@unomaha.edu](mailto:jmeier@unomaha.edu)) approving your proposal. No application will be considered without this approval.**

Date Submitted: \_\_\_\_\_

Have you received an English DE Travel Grant in the past 3 years?

Yes     No    (This will not affect your application)

If yes, please describe in approximately 250 words how your previous English DE-funded travel activity has enabled you to help enhance DE teaching and/or DE students' learning experiences.

## **2. Travel Activity Information**

**Please give name, organization, dates, and location of the conference, workshop, or symposium you wish to attend.**

### 3. Budget

Conference/Workshop Registration, Fees, etc. \_\_\_\_\_

Estimated Travel costs (air or driving)<sup>1</sup> \_\_\_\_\_

Lodging ( \_\_\_\_\_ nights @ \$\_\_\_\_\_ per night) \_\_\_\_\_

Meals (include any conference banquet fee here) \_\_\_\_\_

Substitute Teacher: \_\_\_\_\_

Other Costs directly related to the travel activity (specify) \_\_\_\_\_

**Total** \_\_\_\_\_

Less other funding (specify sources and amounts) \_\_\_\_\_

**Total Request (\$1,000 grant limit/year)** \_\_\_\_\_

Budget Notes

- 1. For mileage reimbursement use the current rate of \$0.25 per mile; following State of Nebraska policy, mileage will be reimbursed based on the shortest route. If you choose to rent a car for surface travel, you may also request reimbursement for fuel costs (you must submit original receipts for these purchases).
- 2. Please be reasonable in your request. To learn the maximum allowance for meals, use US GSA domestic/foreign per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

## **4. After Your Return**

It is your responsibility to submit appropriate receipts for reimbursement to Ms. Jill Sutton (jmsutton@unomaha.edu) within 60 days of the end of your travel or event. Under no circumstances will reimbursement be made after 60 days.