

The Provost's Discretionary Funds should be restricted to special opportunities, events and needs. Under normal circumstances, they will not be used to fund the following:

- (a) faculty professional travel normally funded through departmental budgets or grants;
- (b) recruiting expenses;
- (c) computers;
- (d) equipment that should be covered by departmental budgets or grants (if the department is not paying the full amount, clearly explain why);
- (e) items which should be covered by Physical Plant budgets.

Requests will be reviewed four times annually. Deadlines for the requests reaching your School Dean's Office from your department are:

September 8

November 1

February 1

April 20

* If the deadline falls on a weekend, the due date is the preceding Friday by 5 pm.

Notifications will ordinarily be made no later than two weeks from this deadline. You are encouraged to submit the request sufficiently in advance to facilitate your planning, e.g. a request for an activity in January may be submitted by the September deadline.

REQUEST FOR DISCRETIONARY FUNDS FROM PROVOST'S OFFICE

Please print or type.

Title: _____

Name of person submitting request: _____ Phone: _____

e-mail address: _____

Department or Program making request: _____

Amount requested: _____

Breakdown of budget (if appropriate):

USE	AMOUNT
TOTAL	

Additional Sources of Funding:

Source (specify)	Amount requested	Amount committed	Amount pending
Department:			
School:			
Program:			
Grant:			
Other:			
SUBTOTALS			

TOTAL: _____

Provide a one-paragraph description of how the funds will be used:

Explain how this activity fulfills the core mission or Fourth Century Initiative of the College of Charleston.

Applicant: _____ Date: _____

Chair: _____ Date: _____
 Comments of Chair

Dean: _____ Date: _____
 Comments of Dean

Amount awarded:

Date:

Provost: