**USC Viterbi School of Engineering**

**Division of Engineering Education**

**SMALL GRANT REQUEST FORM**

In partnership with the Division of Engineering Education and the Dean’s Office, the Viterbi School has allocated a small pool of professional development funds in fiscal year 2014-2015 for full-time instructional faculty members. Faculty are invited to apply for a small grant in support of the following activities:

1. Teaching-oriented conference or workshop travel
2. Course development/equipment in support of engaged learning initiatives

**The maximum amount allowable per individual in FY 2014-15 are $1,500. This fund is not available to support research and additional operational expenses.**

Please fill out this form with the requested information and submit to Christine Gonzales at gonz103@usc.edu. Commitments in support of a small grant require formal submission of this document and subsequent written approval from DEE Co-Chairs Geoff Shiflett and Michael Crowley. Decisions will be made on a rolling basis.

Upon award, the faculty member will be required to submit receipts to Christine Gonzales either electronically at gonz103@usc.edu or deliver them to OHE 412. Upon the conclusion of the activities funded under the auspices of this program, a brief report and/or demonstration of what was done must be prepared for DEE so the results of your efforts may be shared with others interested in similar activities

**Submitted By:**

**Name, Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description:** (short, one paragraph statement describing the overall initiative)

**Background Information and Proposal Rationale:** (one or two paragraphs providing context

and justification as to why it is important for the VSoE to support this initiative)

**Budget:**  (please include sample budget below)

**Dean’s Office Comments Only**