

**COLLEGE OF BUSINESS ADMINISTRATION AND  
GRADUATE SCHOOL OF MANAGEMENT  
INTEROFFICE MEMO  
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TO: Faculty and Staff  
FROM: Lawrence J. Marks, Associate Dean  
SUBJECT: Faculty and Staff Development Fund Update  
DATE: April 20, 2005

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As you know from the memo you received last April, the College, working with the development office, has set aside a pool of funds to serve for faculty and staff development. The purpose of the fund is to assist faculty and staff in engaging in activities which provide for professional development (e.g., travel to present at conferences; registration fees/travel to attend professional training seminars/conferences).

In general, the following will apply:

1. Funding needs to be applied for and approved in advance of the expenditure.
  - A revised application form is attached to this memo. Additional forms may be gotten from your department office or from the Dean's office.
  - Funds from RAGS<sup>1</sup> are available in your department office or from The RAGS office in the Auditorium Building.
  - Please provide any available information on the activity, such as a copy of the brochure, a web site reference, etc.
  - Funding needs to approved by the head of your department.
2. Funding is intended to supplement other sources (e.g., funding from departments, RAGS, and personal sources).
3. A typical funding request is expected to be \$500 although requests for larger amounts will be considered. Funds are limited and will be assigned for allocation during Fall, Spring, and Summer.
4. For reimbursement, appropriate documentation is required, including receipts (or copies of receipts if the expenses are being shared).
  - No duplicate reimbursements can be provided (i.e., if the expense has been covered by another source, this fund cannot be used to cover it again).
5. If appropriate, the Dean's office or your department may ask you to share with others in the College the information/knowledge that you received.

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<sup>1</sup> RAGS forms are also available on line at <http://www.kent.edu/rags/RAGS-Forms.cfm>

