



Note: The Dean's Office evaluates requests for faculty funding outside of departmental budgets. All requests not satisfied by departmental budgets must first be submitted to the Associate Dean for Faculty Affairs. Based on assessment of requests and funding availability, the NGCoB Dean's Office will make every effort to fund in full or in part. **Form to be completed for both Departmental & Dean's Office Funding Request. All request must be reviewed by Department Chairs before submission to Associate Dean for Faculty Affairs for review and approval.** *All Travel Authorizations (TA) to be done minimum three weeks before travel.

1. Faculty Information

Name: _____
Department: _____
Rank/Title: _____
Email: _____
Phone #: _____

2. Funding Category

- ☐ Research
☐ Teaching Support
☐ Professional Development
☐ Travel (Academic/Industry
Conference or Symposium)

***Select all that apply**

3. Purpose and Overview

Provide a clear summary outlining:

- The purpose of the request.
- Anticipated impact on teaching, research, professional development, or student engagement.
- How this request aligns with the mission of the Neil Griffin College of Business Mission Statement.

4. Research-Specific Information (if applicable)

Duration of Data Collection: _____

Timeline for Submission to Peer-Reviewed Journal: _____

Prospective Journals (up to three)

1. _____
2. _____
3. _____

Authorship: Sole Author ☐ YES ☐ NO

If No, list co-authors with affiliation: _____

(Example A-State faculty, A-State student, or external institution) _____

Type of Research:

☐ Pedagoical ☐ Applied Research ☐ Quantitative
☐ Basic ☐ Qualitative

Pedagogical Research : Explores the theory and methods of teaching and advances new understandings, insights, content, and methods that impact learning behavior.

Basic Research : Directed toward increasing knowledge base and the development of theory.

Applied Research : Draws from basic research and uses accumulated theories, knowledge, methods, and techniques to solve real-world problems and/or issues associated with practice.

Faculty agrees to present final research at Neil Griffin College of Business Symposium: ☐ YES

5. Project Timeline

Data Analysis Completion (if research): _____

Target Date for Journal Submission (if research): _____

For non-research requests: Provide major milestones (e.g., conference dates, teaching initiative rollout, professional development activity).

6. Budget Request

Total Travel Expense _____

Journal Submission Fees _____

Provide itemized details of the funding requested. Teaching Support _____

Item/Activity	Estimated Cost	Justification

Travel Dates: __/__/__ through __/__/__

Total Requested \$ _____

Conference Name: _____

City: _____ State _____

7. Departmental Support

Has the department reviewed this request?

☐

YES

☐

NO

Amount (if any) provided by department:

8. Additional Notes (if applicable)

Faculty Signature: _____ Date: _____

Reviewed by Associate Dean for Faculty Affairs: _____

Date: _____

*All funding requests must be copied to respective department chairs on submission to the Associate Dean for Faculty Affairs.

SUBMIT 

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