

**CENTER FOR RESEARCH ON LEARNING AND TEACHING (CRLT)
LECTURERS' PROFESSIONAL DEVELOPMENT FUND**

Budget Sheet

Provide a budget breakdown in the table below. Be as specific as possible, particularly in your description and justification for each item.

- Budget requests should not exceed \$2,000.00.
- Grant monies must be used for project costs that do not fall within the realm of regular departmental expenditures. Requests should not include items that departments normally make available to faculty, such as photocopying, supplies, and routine secretarial assistance, etc.
- Expenses that can be covered by these grants may include, but are not limited to, participation at national or international professional meetings and pedagogical programs, graduate student or work study assistance, computer hardware or software, travel required to access resources of other institutions, subscriptions to professional journals, and editorial assistance.
- Funding may not be used for course work in pursuit of a degree or to reimburse costs already incurred.
- Other types of expenses may be appropriate to a particular project. Please consult with crltgrants@umich.edu if you have questions.

Budget Item	Amount Requested*	Description and Justification <small>(215 character limit)</small>
Total		*The budget request for CRLT funds should not exceed \$2,000.00.