## Eligibility:

## All units of the Dodge Family College of Arts and Sciences are eligible to submit proposals to bring a distinguished speaker to campus. The speaker should be of sufficient stature or interest to attract a diverse audience to his/her public lecture.

There are two models to be used for the Adams Lecture Program:  
  
**Adams Professor for a Day**– This model can be utilized for less formal presentations, where a speaker would speak in classes or to student groups.  
  
**Adams Lecturer**– This model can be utilized for a formal presentation to students, faculty and the university community, in addition to speaking to classes.  
  
The funds can be used to pay for travel expenses, local accommodations, publicity, receptions, meals, etc.   
  
**The fund will not pay for honoraria.**

All publicity and other information regarding the programs should refer to the “Dr. T.W. Adams Distinguished Alumni Lecture Program.” When appropriate, the following biography should be utilized in publicity and introductions.  
  
**Deadlines:**

Applications must be submitted to the DFCAS Dean’s Office no later than 30 days prior to the event/project. No retroactive requests will be approved.

**Application Procedures:**

1. Complete the TW Adams Funding Request Form.
2. Check the boxes for either Professor for a Day or Lecturer.
3. Attach a one-two page narrative stating the purpose and benefits of the funding to the applicant.
4. Submit the printed TW Adams Funding Request Form and supporting documentation to the academic unit’s chair/director for approval.
5. Submit the printed signed original of the TW Adams Funding Request Form and supporting documentation to:   
    Dodge Family College of Arts and Sciences Dean’s Office  
    Ellison Hall, 633 Elm Avenue  
    Attention: Heather Todd
6. The academic unit can submit a request for reimbursement via email to Heather Todd, Executive Director of Operations in the DFCAS Office attaching the approved TW Adams Funding Request Form. DFCAS will reimburse for only the actual expenditures up to the approved amount for the approved dates. Approved funds will be available to each unit for a maximum of six months after the event/project.

# Request for Funds – TW Adams Distinguished Alumni Lecture Program

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Status: | Faculty  Staff |
| Unit: |  | Academic Title/Affiliation: |  |
| Project Name: |  | Dates (From/To): |  |
| Please check: | TW Adams Professor for a Day | TW Adams Lecturer | |

**Budget Details: Estimated Expenses:**

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| **Total Estimated Cost:** |  |
| **Unit Contribution:** |  |
| **Other Contribution:** |  |
| **Other Contribution:** |  |
| **Total Remaining Estimated Cost:** |  |
| **Requested Funding Amount from DFCAS:** |  |
| **Please include the department number and account code that you will pay expenses from.** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Number:** |  | **Account Code:** |  |

## Please attach:

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| --- |
| * A brief one-two page narrative stating the purpose and benefits of the support to the applicant * A copy of any supporting documentation for the project |

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| --- | --- | --- |
|  | **Signature** | **Date** |
| Applicant: |  |  |
| Chair/Director: |  |  |

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| --- | --- | --- |
| **To be completed by DFCAS Dean’s Office:** | **Previous:** | **Comments:** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signature** | **Date** | **Approved amount (up to):** |
| Dean: |  |  |  |