Application for TTIP Technology Training Funds

Name: _____

Mesa Work Title: _____

Department: _____ **Office Location:** _____ **Office Phone:** _____

Funding is requested for (please check all that apply):

_____ Travel Expenses and fees for an off-campus Conference, Workshop, Seminar or
Class. (These activities must relate directly to the use of technology to improve
instruction or administrative efficiency.)
_____ Fees for specific technology training that does not require funded travel.
_____ Training Materials for on-campus technical training.
_____ Salary and Benefits or Honorarium used to provide on-campus technical training.
_____ Purchase of computer software to be used by faculty or staff to evaluate its
usefulness or to be used by a faculty or staff member to develop a particular
campus capability.   (Not to be used to equip a classroom or lab for teaching.)
_____ Funds to pay for a demonstration project following particular training undertaken
 by members of the faculty or staff.
_____ Equipment to be purchased to support faculty and staff on-campus technology
 training.

Total of TTIP funds requested: $_____

Applicant Signature: _____   Date: _____

For Travel and Training requests, attach:

1. The standard district travel forms. Your Chair and Dean's signatures are required on
   these forms before they reach the TTIP committee.
2. Documentation showing airfare or mileage and hotel costs.
3. One copy of the brochure or announcement that describes the training. If an "Early Bird"
   rate is available, please explain if you are NOT using this rate.
4. A memo describing:
   a. The total dollar amount of the TTIP funding you have received this fiscal year to
      date. Do not include this request.
   b. Why you need this training and how it will enhance your understanding of
      technology as used for instruction or academic administration.
   c. If the conference is not 100% related to technology, state which individual
      technology sessions you will definitely attend.
   d. Funding preference will be given to those who are willing to provide Flex training
      to the campus community on the topics they have studied at conferences and
      workshops. Please state if you are willing to give Flex Training.

For Software or Training Material requests, attach:

1. A memo explaining:
   a. How this material will be used to support technology training at Mesa College. Include Flex training plans or possibilities.
   b. A complete description of the material required.
   c. Who else (if anyone) within the college, your discipline, or your department will utilize or evaluate this software or training material.
2. A cost estimate from the supplier you recommend.
3. A district non-stock requisition form. (TTIP funding data will be applied to this form and it will be returned to you.)

For Other Funding Requests:

1. Please meet informally with a member of the Mesa Info Technology Committee to discuss your proposal and to confirm that it meets the requirements of the TTIP program.
2. Present your proposal in person to the Mesa Info Technology Committee at one of its monthly meetings.
3. If the proposal is approved, provide all additional documentation to the TTIP Fund Custodian to allow appropriate funding to be provided.

MIT Committee Action:

Committee vote:

(ayes/nays/abstain)___/____/____   Date:_____

Requests under $500 may be approved without vote by the Fund Custodian.

Account Data: 1635-41-6780-5352

TTIP Funds Authorized for this request: $_____

TTIP Custodian: _____   Date:_____