



# MOLLOY UNIVERSITY

Faculty Professional Center

**To:** Full-Time Faculty

**From:** Maureen M. Sanz, PhD  
Director, Faculty Professional Center

**Regarding:** Summer 2025 Conference Grant Application Process & Application Form

**Date:** March 31, 2025

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Funding is available through the Faculty Professional Center to support attendance of faculty members at non-discipline specific conferences related to advancement of college teaching and learning practices. The Application form is attached to this memo.

## Application Process

1. Select a conference that provides participants with innovative ideas, current trends, and/or practices related to higher education. Funding for 2025 Summer Conference Grants is provided during the fiscal year that ends June 30, 2025. Therefore, conference attendance and travel must be completed by **June 30, 2025**.
2. Complete the attached application form and submit it to the Faculty Professional Center at [facultyprofessionalcenter@molloy.edu](mailto:facultyprofessionalcenter@molloy.edu) by **Wednesday, April 23, 2025**. Applications will be reviewed with priority given to faculty who have not been recipients of a Summer Conference Grant. Results will be communicated to grant recipients by **Monday, April 28, 2025**.
3. Register for the conference, make lodging and travel arrangements and attend the selected conference.
4. Submit all receipts and a detailed expense report to the Faculty Professional Center at [facultyprofessionalcenter@molloy.edu](mailto:facultyprofessionalcenter@molloy.edu)
5. Prepare to share the conference experience with colleagues in the fall semester.