BTU ONGOING SUPPORT REQUESTS

Ongoing BTU Support is available to TU faculty, staff, and students collaborating on community engagement partnerships and projects in the areas of enrichment, national visibility, and transportation.

To be considered for BTU support, engagements must:
- Be captured within the BTU Database
- Contribute toward a mutually beneficial collaboration between Towson University and an external partner
- Not have recruitment as its primary purpose
- Complete a post-funding outcomes report
- Author a guest blog post for BTU, reflecting on the work being supported
- Have been shared and discussed with your Chair or Department Head, as they will be notified of requests prior to approval

ENRICHMENT SUPPORT

Supports requests that will bolster and strengthen existing or emerging BTU engagements and partnerships. Requests are not to exceed $2,000.

Application Requirements:
- Description of identified needs and associated expense estimates
- Date of needed support
- The value-added to Towson University resulting from this partnership/project
- Other Funding source(s) and amounts supporting this engagement/partnership activity

NATIONAL VISIBILITY

Supports faculty and staff presenting at national community engagement conferences. Utilization of tiger travel, including travel authorizations, is required.

Application Requirements:
- Conference to attend
- Date(s) of conference
- Conference agenda
- Brief description of conference and how it relates to community engagement and your work at Towson University
- The value-added to Towson University resulting from this visibility
- Amount of requested support from BTU and description of expenses (e.g. air travel, registration, etc.)
- Other Funding source(s) and amounts supporting this trip including external funding and/or internal funding through FDRC, School of Emerging Technologies, Service Learning, Alumni Association, individual department/college travel funding, etc.

REQUEST DEADLINES

Requests will be reviewed by the BTU Leadership Team with visibility and discussion with the BTU Council.

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<th>Application Deadline</th>
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TRANSPORTATION

Supports bringing partners to campus or taking TU faculty, staff, or students off campus to engage in a partnership or collaboration.

Application Requirements:
- Description of event/activity for this transportation request
- Date(s) Needed
- Partner organization(s) involved
- The value-added to Towson University resulting from this partnership/project
- Transportation Need:
  - Bringing a partner/group to campus:
    - Transportation:
      - Approximate number of individuals to transport
      - Pick-up location
      - Select one: Round trip, One way
    - Parking codes:
      - Number of codes needed
  - Taking TU students off-campus to work with a partner:
    - Approximate number of individuals to transport
    - Drop off location
    - Select one: Round trip, One way

Mileage reimbursement for faculty/staff/students involved in activities for this engagement:
- Approximate number of faculty/staff/students
- Approximate total combined mileage to be reimbursed

PLAN AHEAD

Purchases and reservations can take up to 4-weeks to make. Therefore, the date for which funding is needed, must be at least one-month after the identified notification date.