



Application Form
AUDIOVISUAL SUPPORT FOR
SCHOLARLY ACTIVITIES
School of Graduate Studies and University Research
University of Wisconsin- Eau Claire

The purpose of Scholarly Activity funding is to encourage members of the University community to participate in professional activities and extend their knowledge base beyond the campus. In order to offer consulting and resources to as many individuals as possible you are asked to plan your activity and expenditures carefully. Staff is available to assist you in this process.

PROCEDURE FOR FUNDING AUDIOVISUAL SUPPORT

- 1. Review needs and deadlines with LTS production staff.
2. Complete this form including attaching confirmation of presentation or publication.
3. Obtain department chair/administrator rating and approval.
4. Return signed form to LTS unit. Production will begin AFTER receipt of this form.

REQUESTOR

Requestor: _____ Date: _____ Desired Date: _____

Dept./Unit _____

Organization/Publication Title: _____

Description: _____

Services/Materials Requested: _____

I have read and agree to the policies and procedures as outlined.
I have attached the confirmation of presentation or publication guidelines.

Requestor's Signature: _____ Date: _____

CHAIRPERSON OR UNIT ADMINISTRATOR

I have read this proposal and the policies for Audiovisual Support accompanying this application.
I recommend the following: (CHECK ONE) [] FUND [] DO NOT FUND

Dept./Unit: _____

Chair/Administrator's Signature: _____ Date: _____

LEARNING AND TECHNOLOGY SERVICES (102-102)

Production Request No. LTS Authorization Cost Estimate

LTS Director Approval: _____ Date: _____

For LTS use only, please do not fill out this gray box.