

Center for Instructional Technology May 2008 Workshop Series
Request for research account transfer (Return by fax to 668-2578)

The Center for Instructional Technology is providing limited funding to faculty and full-time instructors from Duke departments and programs to attend instructional technology and pedagogy workshops taught by CIT May 12-16, 2008. Eligible faculty and instructors may receive a research account transfer of \$50 for each credit received during the workshop series, up to a maximum of \$300 per participant. The credit will be transferred to a Duke faculty research account in early June. **Workshop participants must arrive on time and remain for the entire workshop to be eligible for the credit(s) for a particular session or workshop.** Instructors are encouraged to attend as many workshops as they wish (if space is available), but will only receive research account funding for a maximum of 6 workshop credits (\$300).

Instructors who wish to receive a credit to a departmental research account for their participation in the May 2008 workshops must complete the instructor section of this form and arrange for the departmental budget administrator to complete the second part. The form must be faxed to the Center for Instructional Technology **no later than May 20, 2008**. Please be aware that it may take some time for departmental budget administrators to identify the correct financial information, so please start this process early.

For questions, please contact Patricia Pawlak at 660-5806 or by e-mail to cit@duke.edu.

Instructor section:

Printed name of instructor _____

Department: _____

Duke e-mail address: _____

Courses typically taught: _____

Fund code for research account: _____

Signature & date: _____

Departmental budget administrator section:

Printed name: _____

Duke e-mail address: _____

Duke telephone number: _____

Signature & date: _____

The space below will be completed by CIT staff.

Workshops attended (staff check off):			Date form received _____
2 credit workshops	1 credit workshops	Lunch sessions (1 credit)	CIT staff signoff _____
<input type="checkbox"/> 1951 (Mon 9-11)	<input type="checkbox"/> 1971 (Mon 11-12)	<input type="checkbox"/> 1931 (Mon)	Transfer date _____
<input type="checkbox"/> 1811 (Mon 1-3)	<input type="checkbox"/> 2011 (Tues 11-12)	<input type="checkbox"/> 1921 (Tues)	E-mail notice to instructor _____
<input type="checkbox"/> 1961 (Tues 9-11)	<input type="checkbox"/> 2021 (Wed 11-12)	<input type="checkbox"/> 1911 (Wed)	
<input type="checkbox"/> 1821 (Tues 1-3)	<input type="checkbox"/> 2001 (Thur 11-12)	<input type="checkbox"/> 1901 (Thurs)	
<input type="checkbox"/> 1981 (Wed 9-11)			
<input type="checkbox"/> 1841 (Wed 1-3)			
<input type="checkbox"/> 1991 (Thurs 9-11)			
<input type="checkbox"/> 1831 (Thurs 1-3)			

