

Faculty Learning Communities Funding Process



Make Tomorrow Yours

What is an FLC?

A Faculty Learning Community (FLC) is a cross-disciplinary faculty and staff group of 8 to 12 members engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities that provide interdisciplinary learning, development, the scholarship of teaching and learning, and community building.

Where can I find information and forms to participate?

Click the links below to complete.

- [FLC Funding Request Form](#)
- [Travel Request Form](#)
- SU Foundation [Reimbursement Form](#)
- [State Reimbursement Form](#)

How does it work? (Step-by-Step)

STEP 1: Submit Request

FLC facilitator/participant submits an FLC Funding Request to Angela Lookabill:
amlookabill@salisbury.edu.

• This allows a review period to see if funds are available and if the request fits in the scope of the FLC.

STEP 2: Approval

The request is reviewed and the facilitator/participant is emailed with instructions to continue if approved, based upon the funding source.

STEP 3: Spend Money, Save Documentaion & Reciepts

As the event/seminar/webinar/purchase approaches, coordinate your details from travel to catering to ordering food/promo items and ensure that receipts are kept for any purchases.

STEP 4: Submit Documentation

Submit original receipts and completed expense reports to Angela Lookabill.