

Note to the Author: A successful funding request will make clear that the resources you seek are unique, and not offered elsewhere on campus. You should also include a detailed explanation on how this service fits with any existing priorities at your institution. And finally, consider offering to share what you learn with other faculty and students.

Dear XXXX,

I am writing to request your approval to use my research funds for professional development. More specifically, I am hiring an academic [editor, project manager, coach] to facilitate the completion of my project [give title or more specific details here]. I would like to use this program/workshop/service in order to [insert specific goal], which is itself critical to my upcoming application for [tenure, promotion, etc.].

[For Writing Reboot participants: This workshop is an intensive, 12-week group mentorship program that would increase my [insert specific outcome] and help to move my career forward in a supportive environment of other academic peers.]

Tuition/ survive fees for this program are [insert cost].I would like to know if the [department/your office/ my research funds] would be willing to support my participation as part of its stated commitments to [insert a value here that connects to the mission of your institution, e.g., supporting underrepresented faculty].

All the best,

[your name]