

## Lehigh ADVANCE Recruitment Seminar Funds Request Form

Lehigh ADVANCE will provide funds to departments and interdisciplinary programs to invite advanced women graduate students and postdoctoral scholars in Science, Technology, Engineering, and Mathematics (STEM) to give seminars and become familiar with Lehigh. The purpose is to network and make connections with potential candidates for upcoming faculty positions. We expect to provide funding for ten Lehigh STEM department/interdisciplinary program recruitment seminars annually. Funding includes a \$250 honorarium for the seminar speaker and up to \$400 for travel expenses.

The faculty member who organizes the seminar will obtain approval from the chair/director of the sponsoring department/program and forward this form and the CV of the invited speaker to Marci Levine, Lehigh ADVANCE Project Manager, Room 316, STEPS.

Name of Faculty Member requesting funds \_\_\_\_\_

Sponsoring Department or Program \_\_\_\_\_

Name of Speaker \_\_\_\_\_ Attach CV \_\_\_\_\_

Date and Location of Seminar \_\_\_\_\_

Est. Travel expenses: Hotel \_\_\_\_\_ Transportation \_\_\_\_\_ Meals \_\_\_\_\_

### Signatures:

Department Chair or Program Director: \_\_\_\_\_  
Signature Print name

Lehigh ADVANCE: \_\_\_\_\_  
Signature Print name