Periodic Multi-Year Review (PMYR) 2022-2023
Funding Request Form & Report Response Form

This combined form has two purposes:
1. PMYR funding requests, approvals, and comments. Faculty members completing the PMYR should use this form to request or opt out of professional development funds of up to $2,000, per Article 34.2 of the UMass-MSP Contract. Approving entities (DPCs, department heads/chairs, and deans) should use this form to approve the funding request and provide comments (optional).
2. PMYR statement approvals and comments. Approving entities (DPCs, department heads/chairs, and deans) should use this form to approve the PMYR statement or suggest revisions, and provide comments and suggestions (optional). This form replaces the PMYR memos that approving entities were asked to send in previous years.

Name		Rank/Title	
Email Address		Today's date (mm/dd/yyyy)	
Department		School/College	
Have you completed a PMYR in the past? Yes No		Year of last completed PMYR	

Section 1: Funding request (to be completed by the applicant)

Instructions to Faculty Members: After—and only after—completing Section 1, you must apply a digital signature, which will lock all of the information in Section 1. Then save the file and send it to your unit's personnel committee. Do not print and submit in paper form. Do not print and scan before submitting. If using a Mac, use Acrobat, not Mac Preview to complete the form.

Yes, I am applying for funding. If you wish to apply for development funds under the campus-wide program, check the button at left. By signing and submitting this application, you are requesting $2,000 for the purpose of professional development. If your PMYR report is not accepted, you will not receive the funds. Briefly describe how you will use the funds.

Click on the box at right to sign digitally. Do not print, sign, and then scan the form. After signing and saving the form, send it to your department personnel committee. **After you sign, the form fields you have completed will lock and will no longer be editable.**

No, I am not applying for funding. If you choose not to apply for funds under this program, click the button at left. By signing here, you are waiving your right to central development funding.

Click on the box at right to sign digitally. Do not print, sign, and then scan the form. After signing and saving the form, send it to your department personnel committee. **After you sign, the form fields you have entered will lock and will no longer be editable.**

Section 2: To be completed by the Department Personnel Committee

1. The DPC has reviewed the PMYR materials and recommends that the submitted statement be:

   Approved   Revised

2. The DPC approves the funding request: Yes   No   N/A: no funds requested

3. DPC comments or suggestions:

Click on the box at right to sign digitally. Do not print, sign, and then scan the form. After signing and saving the form, send it to your department chair/head. **After you sign, the form fields you have entered will lock and will no longer be editable.**

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Section 3: To be completed by the Department Chair/Head

1. The chair/head has reviewed the PMYR materials and recommends that the submitted statement be:

    Approved   Revised

2. The chair/head approves the funding request: Yes   No   N/A: no funds requested

3. Chair/head's comments or suggestions:

Click on the box at right to sign digitally. Do not print, sign, and then scan the form. After signing and saving the form, send it to your dean. **After you sign, the form fields you have entered will lock and will no longer be editable.**

Section 4: To be completed by the dean or dean's designee

1. The Dean has reviewed the PMYR materials and recommends that the submitted statement be:

   Approved   Revised

2. The Dean approves the funding request: Yes   No   N/A: no funds requested

3. Dean's comments or suggestions:

Click on the box at right to sign digitally. Do not print, sign, and then scan the form. After signing and saving the form, upload it to your college's PMYR folder on Box. **After you sign, the form fields you have completed will lock and will no longer be editable.**

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