TEMPLATE FOR FACULTY REQUESTING INSTITUTIONAL SUPPORT FOR PARTICIPATION IN THE RESET: PROFESSIONAL ALIGNMENT AND ADVANCEMENT PROGRAM FOR WOMEN ACADEMICS

Successful requests for institutional support/sponsorship for the *Reset Program* tend to have three things in common: 1) the writer demonstrates that they have already utilized Academic Life Simplified services and found them useful because they offer something *different* than what's currently available on their campus, 2) there is a clear explanation of how the program fits with existing institutional priorities and mission, and 3) there's an explicit willingness to share what the participant has learned afterward. Here's a funding request template to give you a sense of what that might look like:

[insert opening pleasantry]

I have benefited immensely from the comprehensive services provided by Academic Life Simplified. These services have served as a pivotal component of my professional development, offering support that has refined my research and scholarship writing, provided a sense of community, and helped me on my academic journey. These resources have been instrumental in helping me avoid burnout— areas where additional institutional resources could further enhance academic well-being. As I reflect on this support, I am drawn to the potential of The Reset: Professional Alignment and Advancement Program for Women Academics. I am eager to engage in this program as a means to further my capacity to create an inclusive and dynamic learning environment, a goal that resonates with our institution's mission to nurture a diverse and equitable academic community. I believe that participation in this intensive mentoring program would significantly enhance my resilience and adaptability as I navigate the intricate landscape of academia. This, in turn, would accelerate my career trajectory in a more focused and effective manner than if I were to attempt to navigate these challenges independently. For more detailed information about this transformative program, I invite you to visit Academic Life Simplified’s website: [www.academiclifesimplified.com](http://www.academiclifesimplified.com).

Tuition for the program is $3500. I am wondering if [the department/your office/etc...] would be willing to support my participation in the program as part of our commitment to [insert appropriate value that is explicitly stated in the institution's mission]. I am hoping that after participating in the program, I will be able to create a similar community of support on our campus.

Thanks for your consideration and I look forward to hearing from you.

*\*Credit to NCFDD – This letter was revised, based on the “making the ask” template from The National Center for Faculty Development and Diversity.*