

For office use only. Leave blank.

Date Rec'd: _____

Application # _____

_____ Application Complete

Category _____

_____ Budget Complete with Supporting Material

Years of Service _____

Staff Development Award Program

(Please read the entire application carefully)

Date of Application _____

Applicant Name _____

Job Title _____

ID Number _____

Campus Phone Number _____

Department Name _____

Campus Address _____

Email address _____

Title of Proposal _____

I understand winning applicants are required to submit a short report about their experience to the Staff Advisory Committee within 30 days of the completion of their activity. Failure to file a report constitutes grounds for rejection of further applications by that individual or the individuals of the group for 5 years.

Applicant Signature _____ Date: _____

If time away from work is required to participate in this course, the applicant shall be responsible for making arrangements in advance with his/her supervisor concerning such absence in accordance with University policy and regulations. My supervisor supports my taking this course, class, workshop, etc. for the dates noted below.

Supervisor's name _____

Supervisor's signature of approval: _____

Have you ever received a Staff Development Award? Yes No

If yes, please provide the name of your project and the year you received the award.

Project Name: _____

Year Received: _____

INFORMATION REGARDING THE PROPOSAL

1. Provide information on the course, class, workshop, etc.

Conference/Course Name: _____

Location of Conference/Course: _____

Date(s) of Event: _____

Registration deadline: _____

Attach a brochure or information from the conference/activity website. No more than 2 pages for the brochure or website. Use no more than 2 pages to complete this section (Questions 1- 5) of the application.

2. Provide a brief description and purpose of this activity.

3. Explain how your participation in this activity will either enhance your personal and/or professional development in the College of Allied Health.

4. LIMITS OF AWARD – In State up to \$150 and Out of State up to \$500.

Attach an itemized list of purposed expenses that could include the following categories: Registration/Conference fee*, other associated fees (e.g. workshop), airfare*, travel agency fees, ground transportation, personal vehicle mileage*, airport parking, hotel/airport surtitle/taxi service*, lodging*, meal allowance. Any expenses not included or exceeding the proposed budget are the responsibility of the applicant. Please see the [University Policy](#) for expense reimbursed for travel and all *asterisked items must be documented if applicable.

PLEASE NOTE: IF FUNDED, ALL AIR TRAVEL, SHUTTLE SERVICE AND COURSE OR CONFERENCE REGISTRATIONS ARE TO BE MADE THROUGH THE STAFF ADVISORY COMMITTEE OFFICE. FAILURE TO DO SO WILL NEGATE YOUR AWARD. **NO REIMBURSEMENTS WILL BE MADE FOR EXPENSES INCURRED BEFORE THE FUNDS AVAILABILITY DATE WITHOUT PRIOR APPROVAL OF THE SAC.**

NOTES:

Staff Development Award Application Instructions

Eligibility

- Applicants must be full time employee of the College of Allied Health
- Must have at least 1 (one) year of service.
- Must demonstrate a use for the training that would enrich the employee professionally and enhance their position at the College of Allied Health

Procedure

Completed application form describing the project, purpose, timetable, and budget shall be submitted in accordance with published deadlines.

- **One application** per individual will be considered during any 12 month period.
- An individual can receive only one funded proposal in any 12-month period.
- **Individual awards not exceeding \$150 In State or \$500.00 Out of State.**
- Funds will not be provided for courses or registration deadlines that occur prior to the funds availability date.
- The following will NOT be funded: speaker honoraria, certification exams, magazine/journal subscriptions, dues (including membership dues), books/materials not covered in the registration fees, and equipment.

Airfare, shuttle service, and conference registrations must be paid through the SAC office prior to the course or conference.

Documentation which must be included in your application is listed below. Incomplete applications will not be considered. Application is complete when all documentation has been received on or prior to the deadline.

Summary of Maximum Page Limit

Application Form-Page 1	1 page	Required
Application Form-Page 2	2 pages	Required
Brochure/information from website	2 pages	Required
Attached Itemized Estimated Budget	1 page	Required
Documentation of Registration/Conference Fee	1 page	Required if applicable
Documentation of Other Fees	1 page	Required if applicable
Documentation of Airfare	1 page	Required if applicable
Documentation of Personal Vehicle Mileage	1 page	Required if applicable
Documentation of Hotel/airport shuttle or taxi	1 page	Required if applicable
Documentation of Lodging	1 page	Required if applicable
Documentation of Other Expenses	1 page	Required if applicable

This totals a **maximum** of 14 pages, but most applications will be about 7-10 pages

If you have questions, please check those instructions before contacting the SAC Office.

Submission of Application

Submit completed applications to the Staff Advisory Committee one of two ways:

1. Through email to the [SAC Chairman](#).
2. Campus mail to [SAC Chairman](#).

Submission of application does not guarantee funding. If you have questions concerning the program, please contact the [SAC Chairman](#).

If you can't email your application and don't have access to a printer, contact [SAC Chairman](#) for a hard copy of all necessary forms.