

UNHM
Staff Professional Development Grant Proposal Form

Deadlines for submission of proposals are: February 15, May 15, August 15,
November 15

Please submit 1 copy (digital or printed) of this proposal and budget sheet and any applicable documentation to the chair of the Staff Professional Development Grant committee. Copies of relevant materials including conference brochures, specific cost information, catalogue advertisements must accompany the proposal. **Incomplete applications will not be considered.**

Applicant Name _____ OS ____ PAT ____

Department _____ Phone _____

Position _____ years at UNHM _____

Benefits eligible position yes ____ no ____

Have you received a Staff Professional Development Grant in the past?
yes ____ no ____ If yes, when? _____

Proposed Professional Development Activity _____

Date(s) of program activity _____

Please provide a detailed description of your proposal and explain how the program/activity will benefit you, your department and/or the College. Attach a separate sheet if necessary.

UNHM
Staff Professional Development Grant Budget Outline

ITEMIZED EXPENDITURES

Registration/Tuition, etc. \$_____

Meals* #days ____ @ \$____/day \$_____

Lodging* #days ____ @ \$____/day \$_____

Travel Expenses

Air Fare \$_____

Auto** \$_____

Other (Specify) _____ \$_____

Misc. (Specify) _____ \$_____

EXPENSE TOTAL \$_____ (attach documentation)

Funding Sources:

UNHM Professional Development Grant Request \$_____

(max. \$750)

Personal Contribution+ \$_____

Departmental Contribution+ \$_____

Other (Specify) \$_____

*Consult per diem rates available in the Business Office

**Check current mileage rates

+Explain the monetary or non-monetary nature of the contribution.

Applicant signature

Date

As Supervisor, I endorse this application and certify that the information is accurate and complete.

Supervisor's signature

Date

date received ___/___/___

approved _____

disapproved _____

amount granted \$_____

Committee action date ___/___/___