



**Academic Staff Professional Development Funding**  
**APPLICATION**  
*2011-2012*

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**Guidelines:**

A pool of money is made available each year to support professional development activities for UW-Green Bay academic staff. Proposals should be submitted at least three weeks prior to the proposed activity, since funds must be approved in advance of the actual event. Applications will be reviewed by the Academic Staff Professional Development Allocations Committee as they are received. Eligible proposals are typically funded at no more than 50% with a maximum of \$500 per staff person per fiscal year (July 1 – June 30). In addition, all funded activities must take place in the fiscal year during which the funds were awarded.

**Application Requirements:**

1. Title, description, date and location of proposed activity
2. Website or informational brochure describing the event and outlining registration fees
3. Rationale for attending
  - a. How the activity supports the goals of your department and how your attendance will benefit the UW-Green Bay community
  - b. An estimate of the number of people and/or type of program that will be impacted by your attendance
  - c. How attendance at this event will enhance your ability to do your job
4. Letter of support from your supervisor including availability of matching funds
5. Itemized budget (below)

Itemized Budget	
Item	Actual Cost
Registration Fee	\$
Transportation	\$
Hotel/Lodging	\$
Meals	\$
Other	\$
<b>GRAND TOTAL:</b>	\$

<b>Amount requested from Allocations Committee</b> <i>Amount cannot exceed 50% of the total. Applicants cannot receive more than \$500 in funding per academic year.</i>	\$
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**Please submit all materials electronically to:** Jamee Haslam at [haslamj@uwgb.edu](mailto:haslamj@uwgb.edu) (Office: CL 404D)

Questions can be directed to any member of the 2011-2012 Committee: Jennifer Schwahn, Debra Strelka, Nora Kanzenbach, Gloria Meyer, or Jamee Haslam.