



**Academic Staff Professional Development Funding  
2021-2022 APPLICATION**

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

**DATE:** \_\_\_\_\_

**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 funded at no more than 50%, with a maximum of \$750 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, identifying how participating in this activity will:
  - a. Contribute to your professional development and enhance your ability to do your job
  - b. Support the goals of your department
  - c. Benefit the UW-Green Bay community and support its mission
4. Itemized budget (below). Be sure to use the [UW TravelWise lodging and per diem calculator](#)
5. Written support from your supervisor, indicating approval of your rationale for attending and estimated budget

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

<b>Amount requested from Allocations Committee</b> <i>Amount cannot exceed 50% of the total, with a maximum amount of \$750.</i>	\$
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**Please submit all application materials electronically, at least 3 weeks prior to the event, to:**  
Bethany Welch at [welchb@uwgb.edu](mailto:welchb@uwgb.edu).

Questions can be directed to any member of the 2021-2022 Committee: Todd Dresser, Laura Delikowski, Lindsey Lecus, Crystal Lepscier, Lynn Rotter (ex-officio), Bethany Welch (chair)