

Academic Staff Professional Development Funding

2024-2025 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 $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, identifying how participating in this activity will:
4. Contribute to your professional development and enhance your ability to do your job
5. Support the goals of your department
6. Benefit the UW-Green Bay community and support its mission
7. Itemized budget (below). Be sure to use the [UW TravelWise lodging and per diem calculator](https://uw.foxworldtravel.com/rate-calculator/)

Contact [travel@uwgb.edu](mailto:travel@uwgb.edu) to make sure travel plans are arranged within UW System policies. Failure to follow UW System policies may result in non-refundable expenses and/or reimbursements.

1. Written support from your supervisor, indicating approval of your rationale for attending and estimated budget.

Please provide additional rationale for any amounts listed within the “Other” field.

|  |  |
| --- | --- |
| Itemized Budget | |
| Item | Actual Cost |
| Registration Fee | $ |
| Transportation | $ |
| Hotel/Lodging | $ |
| Meals | $ |
| Other | $ |
| TOTAL COST: | $ |

|  |  |
| --- | --- |
| Amount requested from Allocations Committee  *Amount cannot exceed 50% of the total, with a maximum amount of $500.* | $ |

*Please submit all application materials electronically, at least three weeks prior to the event, to:*

*Njeri Karanja (*[*karanjan@uwgb.edu*](mailto:karanjan@uwgb.edu)*) and Hleeda Vang (*[*vangh@uwgb.edu*](mailto:vangh@uwgb.edu)*).*

Questions can be directed to any member of the 2024-2025 Committee: Njeri Karanja, Hleeda Vang, Laura Delikowski, Kayleigh Mapes, Tamara Wang, TBD ex-officio