

RSENR Professional Development Funds Guidelines & Application **Updated July 2016**

Resources are available to further the professional development of RSENR staff. Funds are limited and decisions to fund an application will take into consideration the availability of funds, relevance to the School and the university, and the opportunities to cost share. Other considerations:

- Priority will be given to (a) meetings/conferences/workshops with direct relevance and application to one's position responsibilities, and (b) development activities that support the mission and values of the School.
- The funds may be used for attendance at professional conferences, meetings, workshops (eg: travel expenses, registration fees), membership to relevant professional associations, and more generic forms of professional development **with the support and approval of your direct supervisor.**
- Awards may not be used for programs that are similar to those available free of charge through the University or to purchase computer equipment, software, or other durable materials.
- Cost share opportunities with other departments and resources are strongly encouraged. All supervisors will be expected to provide external funding when possible.
- The maximum award is \$800 of RSENR professional development funds over a two-year period in addition to any matching funds provided by the supervisor.
- Recipients must be permanent staff members in the Rubenstein School of Environment & Natural Resources.
- Percent FTE within RSENR will be taken into consideration.
- Funding decisions will be the responsibility of the applicant's direct supervisor and Assistant Dean for Student Services & Staff Development

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

TO BE COMPLETED BY APPLICANT. In a separate document, please provide the following information

- Name
- Work Phone
- Email
- Program/Department
- Present Position
- Date Submitted

- Description of professional development activity for which you are seeking funding
- Date and Location of Program (Please include any program materials or web site.)
- Anticipated Total Expenses (please itemize)
- Amount of Funding Requested
- Amount & Source of Cost Share
- Date(s) Funds will be spent
- Brief Justification

- Briefly describe your primary position responsibilities
- Brief statement of the value of the program to your professional responsibilities/ goals and to those of the department in which you are working

TO BE COMPLETED BY DIRECT SUPERVISOR. In a separate document, please provide the following information

- Name
- Work Phone
- Email
- Describe value of the program to the applicant/department:
- Short statement of support for applicant to engage in this professional development & approval for release time

Please submit the above documents to Marie Vea-Fagnant in Aiken Rm. 220F.

(RSEN Dean's Office Use Only)

Date received in Dean's Office: _____

Approved: Yes No

Date _____

Total Funds Allocated: _____

Date staff notified of decision: _____