

College of Arts and Sciences

Staff Development Fund Application Form

I have read the Staff Development Rules & Instructions before preparing this application.

Application Cycle: July - October November - February March - June

Name:

Department: Job Title:

Campus Email: Campus Phone:

Title/brief description of development opportunity:

Date(s) of development opportunity (if applicable):

Amount of request (up to \$500):
(Please attach supporting documentation.)

Total Cost of development opportunity:

Are department funds available for this activity? yes no

If yes, amount provided:

Is your position funded by a sponsored project? yes no

If yes, percentage funded:

Have you attended or participated in this event in the past? yes no

If yes, did you receive staff development funding? yes no

Dates of previous participation/attendance? (if applicable)

If awarded, do you agree to provide written feedback about this development opportunity? yes no

Please attach a statement of purpose discussing this development opportunity and how it relates to your current job responsibilities, your department's mission, and the university Strategic Plan.

Please attach supporting documentation such as flyers, brochures, or course descriptions, to this form.

Please see the Application Checklist for review.

Applicant Signature: _____ Date: _____

Chair/Director Printed Name: _____

Chair/Director Signature: _____ Date: _____

Staff Development Application Checklist:

Before submitting the application, please make sure your application is complete by reviewing the list below.

- All information included on and with this application form is thorough and accurate to the best of my knowledge.
- I have ensured that no similar professional development opportunity is available on campus or in the Atlanta area.
- I have included original pricing details to explain the cost of this opportunity and the amount of this request.
- Attached statement of purpose discussing this development opportunity.
- Current resume or CV with description of job duties.
- I have not received an award from Staff Development fund for this fiscal year.
- I have reviewed the scoring criteria below.

Applicants will be scored on a scale of 1-5 (with 5 being the best) based on the following criteria:

- Degree to which the training/development activity supports the goals of the university Strategic Plan.
- The appropriateness of the professional development program to the unit's mission or the individual applicant's current job duties.
- Potential of the opportunity to enhance ongoing information sharing, mentoring, and professional development in the functional area(s).
- The substance and completeness of support documentation.
- The level of cost-sharing pledged by the home unit (which is encouraged, but not required).
- The level of sponsor-funding for the applicants position.

Applicant Signature: _____