

## Application for Professional Development Grant Funding Initiative Grant *(\$200 to \$500)*

**Application Deadline – 1 March 2008**  
**Notification by mid-March**

Date of Application \_\_\_\_\_

**Funds must be used by 30 June 2008**

DU Training and Development awards Initiative Grants for professional development on a competitive basis to any professional or support staff member of the DU community. University departments may also apply and use grant funds for a group development event for unit staff.

Professional development grant funds may be used **ONLY** to defray the cost of registration fees. Funds may not be used to cover travel, hotel, meal or other incidental expenses associated with the development activity. Applicants may request professional development grants for up to fifty percent (50%) of the total event registration fee. Grant awards will not exceed \$500.

### ◆◆ Background Information ◆◆

#### **Applicant:**

Name \_\_\_\_\_

Department \_\_\_\_\_

Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_

#### **Department Head or Manager:**

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_

#### **Activity:**

Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Total Amount of Registration \$ \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_  
*(maximum of 50% of registration, not to exceed \$500)*

**When applying for grant funding:** Complete the “Background Information” and “Request for Grant Funding” portions of this application. Attach a Travel Expense Report and submit the documents to Human Resources.

**Upon completion of activity:** Complete the “Professional Development Activity Report” portion of this application and submit all pages to Human Resources.

## ◆◆ Request for Grant Funding ◆◆

Complete this section when applying for funding - attach additional sheets as needed

- 1) How will your participation in this activity support the strategic goals of the University?  
(Relate the expected outcomes directly to one or more of the eleven UPAC goals, online at [www.du.edu/upac](http://www.du.edu/upac))
  
- 2) How will you apply what you learned from this activity to your work at DU?
  
- 3) My Department Head/Manager and I agree to provide the following items after the funded activity:  
(indicate commitment by checking the appropriate boxes – commitment is a requirement for eligibility)
  - Professional development activity report from the participant
  - Statement from the department head or manager of how the development activity benefited the department following the event
  
- 4) Attach a **completed Travel Expense Report Form** showing all costs of the development activity – including registration fees, parking, estimated travel and other costs. This document must be attached, even for local events.  
(Travel Expense Report Form may be obtained from the Office of Sponsored Programs web site at [www.du.edu/osp](http://www.du.edu/osp))

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*Signature of Employee*

*Date*

*Signature of Department Head / Manager*

*Date*

**Submit completed application with attached Travel Expense Report  
to DU Training and Development (Human Resources)**

**Incomplete or late applications will not be considered.  
Submission of an application does not guarantee funding.**

## ◆◆ Professional Development Activity Report ◆◆

Complete this section upon completion of the funded activity - attach additional sheets as needed

### To be completed by the participant:

- 1) Briefly describe what you learned from this activity that will support the strategic goals of the University.  
(Relate the expected outcomes directly to one or more of the eleven UPAC goals, online at [www.du.edu/upac](http://www.du.edu/upac))
- 2) How will you apply what you learned from this professional development activity to your work at DU?

### To be completed by the Department Head or Manager

- 3) How is this professional development activity benefiting the department?
- 4) How is this professional development activity furthering the strategic goals of the University?  
(Relate the expected outcomes directly to one or more of the eleven UPAC goals, online at [www.du.edu/upac](http://www.du.edu/upac))

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*Signature of Employee*

*Date*

*Signature of Department Head / Manager*

*Date*

**Submit completed form to  
DU Training and Development (Human Resources)**  
*(include Background Information and Request for Grant Funding)*