

to \$500 of a department/program/center/units staff professional development contribution. Costs covered are limited to travel, parking, lodging, meals and meeting registration fees. Staff must submit an A&S Staff Professional Development Fund application form at least 30 days in advance of the professional development opportunity. The application will require the staff member to provide information about their career goals-why they want to pursue a specific training/workshop/conference/etc., and how acquiring new knowledge and skills will help them in their A&S job and in the future. Selection criteria will be determined by faculty and staff committee, and will be available for potential applicants to review. Staff will also be required to submit necessary reimbursement forms and required documentation within the deadlines set forth by the A&S Financial Services Center (FSC).

Budget Request

Total: \$10,000

Breakdown:

\$10,000 - \$500/year x 20 slots (staff)