

University of Wisconsin-Superior
**ACADEMIC STAFF PROFESSIONAL DEVELOPMENT GRANT FUNDING
REQUEST FORM**

Before completing this form, please review the Professional Development Grant Guidelines available on the Academic Staff Senate website. Submit your complete application packet (this form and all required supporting documentation listed in the Guidelines document) to asgrants@uwsuper.edu by the advertised deadline.

Title of conference/professional development: _____

Location of conference: _____

Date of conference: _____

Submitted by: _____

Signature: _____ Date: _____

Department: _____ Phone Number: _____

List professional development grants you have received in the past three years:

Brief overview of the conference (no more than 100 words). Please explain how your department, students and/or the institution will benefit from your attending this training:

The following person has received a copy of this proposal and authorizes the applicant's leave and agrees to cover any amount unfunded by this grant and anticipates no problems of a fiscal or personnel nature should this proposal be funded:

Supervisor's Signature: _____ Date: _____

BUDGET DETAIL AND JUSTIFICATION

For any questions related to travel policy or reimbursement, please contact the Travel Office directly.

	Amount Requested
Mode of Travel (air, car, etc): _____	_____
Lodging	_____
Meals	_____
Registration fee (if applicable)	_____
Other (Please describe): _____ _____ _____ _____	_____

GRAND TOTAL _____
(limited to \$1,000)

For Academic Staff Senate Use Only - Per Guidelines/Submission Requirements:

- Received by application deadline
- Meets eligibility (academic staff 50% or higher)
- Complete application (filled out, appropriate signatures, cost estimates, attachments)
- Included copy of conference brochure or other information about the event
- Included copy of all travel and lodging estimates and appropriate documentation
- Proposal is during the fiscal year for which funding is being requested