

## College of Engineering Staff Professional Development Award

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### APPLICATION FORM

This award provides up to \$1,500 in financial assistance to staff members (full-time/approved reduced schedule under HR105 full-time staff or technical service employees) so they may participate in a professional development activity such as a conference, workshop, or non-credit class. Travel costs such as lodging, mileage, car rental and fuel, airfare, baggage fees, applicable meal per diems, and registration fees may be covered by the award.

**Criteria:**

- Applicant must be a College of Engineering staff employee (as defined above).
- Staff employee must have been employed in the College of Engineering full-time for at least 12 months prior to January 31 of current year.
- Activity location must be in the continental United States.
- All travel and expenses must comply with PSU Travel Policy TR02. <https://policy.psu.edu/policies/tr02>
- Award recipients are not eligible to apply for the award a subsequent time.
- Applicants not selected may reapply the following year. There is no limit on the number of times someone may apply.
- A **letter of support** from the staff member's immediate supervisor, signed by both the supervisor and Department Head, supporting the proposed professional development activity must be submitted to [coestaffadvcommittee@engr.psu.edu](mailto:coestaffadvcommittee@engr.psu.edu) by **January 31**. The letter must state how the activity will benefit the applicant and why they are deserving of this award. Letter must also state whether the Department or the applicant will be responsible for payment of any expense that may exceed the amount awarded to applicant.

**Award Disbursement:** The award recipient will be reimbursed through an expense report submitted in SAP CONCUR system by Staff Advisory Committee Treasurer. Amount reimbursed will not exceed award amount.

**Applications accepted through January 31. Winner notified by mid-February.**

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<b>Applicant Name:</b>	
<b>Department:</b>	
<b>Work Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Supervisor Name:</b>	
<b>Supervisor Email:</b>	
<b>Department Head Name:</b>	

## **Explanation of Professional Development Activity**

Please prepare below up to a one-page written essay indicating the specific professional development activity (including date and location) you would like to participate in and how the knowledge and/or skill(s) learned will enrich your personal growth and benefit you in your current position. An estimate of costs must also be provided that includes a total amount of the financial assistance requested.

**Application and support letter must be submitted to [coestaffadvcommittee@engr.psu.edu](mailto:coestaffadvcommittee@engr.psu.edu) by January 31.**