Professional Development Application Guidelines

Application

- If the activity/event you are seeking financial support for is related to professional development then a Professional Development Application needs to be completed. This may also include individuals that are requesting to travel with an education abroad program.

- Your application can be denied. If the application is denied, the applicant will be given information on how to make their funding request more competitive, but will not be allowed to resubmit a revised request for the same submission period. The applicant will be allowed to submit a new request for another activity/event during future submission periods. It is also possible for the applicant to submit a new request for a previously submitted event if the opportunity is available during future submission periods.

- There are deadlines for accepting applications. Applicants should refer to the submission schedule to determine when their requests should be submitted. Applicants are able to submit more than one application during a specific time frame as well as throughout the year.

- In order for the professional development applications to remain competitive, all applications must be submitted by the required deadline. Late applications will not be accepted.

- Applicants are expected to be brief and concise when describing the activity/event they would like to participate in. There are some occasions where the applicant will have to give a more detailed description to ensure that the Professional Development Committee is able to easily discern what is being requested. For example, “shadowing” an employee at another USG institution.

- If you submit multiple applications during a review period, the Professional Development Committee will review and evaluate all of the applications according to the rubric and compare them to all of the other applicants submitted. If you have a ranked your applications in terms of preference, you are free to indicate that in the application so that it may be considered.
**Funding**

- The total amount of funding available in FY14 for professional development is $35,000, which is accessible by all DGA staff and faculty, including Directors. There is no maximum amount that applicants can be approved for, however, if there is limited funding available or if funding requests appear to be excessive, the original amount requested may be declined and a reasonable amount determined by the Professional Development Committee may be imposed.

- DGA professional development funds have been designated for IGI staff and faculty only. Individuals that collaborate on projects with DGA personnel will have to secure their own funding source.

- You can still submit a funding request for professional development even if you have submitted a request for Global Learning Funding if applicable. The additional funding will be viewed as an additional source of funding, which should be noted in your funding request.

- When submitting an application, be sure to identify all expenses needed to carry out the requested activity/event. Applicants should be fiscally responsible and do proper research including price comparisons (if applicable) prior to completing the budget section.

- Remaining professional development funds that have not been awarded at the end of a review period will be carried forward and will be used for applicants that apply and are approved for future support.