**Staff Professional Development Grant Application**

**IU Indianapolis Staff Council**

**Section 1 Applicant Information Page**

Name:

Title:

School/Unit:

Department:

Campus Address:

Campus Email:

Campus Phone:

Category of Activity:

Professional Development Activity:

Activity Date(s):

Activity Location:

Activity Role(s):

Activity Website:

Amount Requested:

Supervisor Name:

Supervisor Email:

Application Submission Date:

*By submission of this proposal, the applicant agrees to accept responsibility for the conduct of the professional development activity, acknowledge this program support in any publications or materials, and for submission of the final report. Awardees may be featured in Staff Council or IU Indianapolis media.*

**Section 2 Description of Professional Development Activity**

**Section 3 IU Indianapolis Strategic Goals and Objectives and Your Contributions to IU Indianapolis**

**Section 4 Budget and Justification**

Include the entire amount of your travel/expenses. The award funds will be applied to the request as a whole, not designated to a line item.

**Category Amount**

|  |  |
| --- | --- |
| **Travel\***Registration Fee TransportationLodgingPer Diem | $$$$ |
| MembershipCertificationSubscriptionMaterials\*\*Equipment \*\*Other | $$$$$$ |
| **TOTAL** | $ |

\*Use IU Travel Management Services rates and policies (http://www.indiana.edu/~travel/)

\*\*Materials, equipment and any other items purchased with this grant become the property of Indiana University.

**Budget Justification:** Provide detail narrative for the amounts listed above.

**Section 5 Biosketch, Resume or Curriculum Vitae**