Please submit your application with backup documentation to Deb Underwood, MSC 42.
Documents are scanned; therefore, please submit on white paper with no staples.

PLYMOUTH STATE UNIVERSITY
FY 2016 PROFESSIONAL DEVELOPMENT FUND APPLICATION

NAME: _____ DEPARTMENT: _____

DATE OF HIRE AT PSU: _____ JOB TITLE: _____

OS: _____ PAT: _____ EMAIL ADDRESS: _____

CRITERIA

All applicants must be in a benefited OS or PAT position for at least one year to be eligible for funding.

• All applications must adhere to the attached External Guidelines. Incomplete applications and applications failing to follow the Guidelines will be returned.
• Each employee is eligible to apply as often as they wish during the Fiscal Year; however; the combined awards may not exceed $550.
• All expense/reimbursement forms must be submitted to Tamara Mahoney within 10 working days of the completion of the conference/workshop.
• Follow-up written report (minimum of one typed paragraph) is due within 10 working days of the event completion. Failure to do so will make you ineligible for future funding for one calendar year. Please email report to Christine Hoch, ckhoch@plymouth.edu.
• Applicant must notify Tamara Mahoney (tmahoney@plymouth.edu) if unable to use funds granted. Failure to do so within 10 working days of date of intended use may make applicant ineligible for future funding for the upcoming calendar year.

General Reimbursement Guidelines (please see the External Guidelines for more details)
• If you are seeking reimbursement for the registration fee (excluding membership fees/dues) and it exceeds $550, you only need to submit backup documentation of the registration cost.
• If you are seeking reimbursement for the registration fee and it is under $550, in addition to documentation of the registration cost, you need only to submit backup documentation for any additional reimbursements being sought up to $550.
• If registration reimbursement is not being sought but other expenses are, documentation of registration will need to be submitted for proof of the event.

Title of Conference/Workshop: _____

Location: _____ Date(s): _____

Itemized Expenditures: $_____ Registration fees, tuition, etc.

$_____ Meals - # days_____ at _____ (per diem rate for location per day)

$_____ Lodging - # days_____ at _____ per day

$_____ Travel Expenses: airline or rail

$_____ Other – mileage, taxi, bus/shuttle, parking, course books, etc.

$_____ **TOTAL COST**

Amount of Funds requested $_____ (not to exceed $550)

Amount of Additional Source of Funding $_____ (Departmental) $_____(Other)

Professional Development is an opportunity to attain new skills or knowledge in a manner that will enhance a staff member's professional performance and be of specific benefit to the department, University and/or University System. Such opportunities might include conferences, workshops, seminars, professional association meetings with an educational component, special projects.

REQUIRED:
Please specify how your request supports this opportunity for development.

_____   _____
                 Applicant Signature (Required)   Date

_____   _____
                 Supervisor Signature (Required)   Date
                 Electronic approval will be accepted

OPTIONAL:
Supervisor input:

- -
Committee Use Only:

_____ Date Application Received   _____Approved $_____ Amount Awarded   _____ Disapproved

Revised 7/15

PROFESSIONAL DEVELOPMENT COMMITTEE
EXTERNAL GUIDELINES

External guidelines are criteria which are stated on the application form, in the "How to Get Your Money" guide, and emailed to OS and PATs.

1. The criterion: All applicants must be in a benefited USNH OS or PAT position for at least one calendar year, with no break in service, to be eligible for funding.

2. Applications will be accepted no later than the 2nd Wednesday of each month and should consist of the original application and backup documentation, such as conference brochure, registration forms, etc. Backup documentation for hotel, travel, and meal expenses only needed if the registration cost is under $550. Receipts are only needed for reimbursements being sought. The committee will accept registration forms obtained from the Internet as backup as long as the conference date, dollar amounts, location, and information describing the conference is included.

3. Monetary adjustments in awards will be considered only prior to a staff member's use of the award money, and only with approval by quorum of the committee.

4. The committee requires individual applications and follow-up reports when two or more applicants attend the same professional experience at the same time. Applicants who fail to submit individual and unique follow-up reports and travel expense vouchers within 10 working days of the event completion may be ineligible for future funding for one calendar year.

5. Prior to each semester, an email to OS and PAT staff will provide the semester application deadline dates, committee members' names, extensions, email addresses, and to whom applications are submitted.

6. Fiscal Year funds will be split evenly between semesters. Maximum yearly award for FY16 is $550.

7. Applicant must notify Tamara Mahoney (tmahoney@plymouth.edu) if unable to use funds granted. Failure to do so within 10 working days of the date of intended use may make applicant ineligible for future funding for the upcoming calendar year.

8. The committee will not fund computer hardware, software, journals, or individual memberships to associations or organizations. The committee will not cover the cost of individual organizational memberships unless doing so will decrease the cost of conference attendance more that the cost of the membership itself. (Example: If a conference costs $200 for non-members but costs $100 for members and the membership is $50, it would be cheaper to fund $100 + $50.) Materials required to participate in an approved professional development opportunity may only be considered for reimbursement.

9. Staff tuition benefits must be exhausted before applying for professional development funding for course work. This includes USNH credit and noncredit courses and workshops. Applicant must submit with their application verification from HR stating that benefits have been used.

10. Textbooks and course supplies will be reimbursed upon completion of the course. Submission of a copy of a receipt, proof that the books are required by the course (course syllabus), and proof of course completion will be needed for reimbursement.

11. Grant funds, if available/received for your department, should be utilized before applying for professional development funds.

12. The committee will scrutinize the appropriateness of the request for funds and whether the professional development will be of specific benefit to the department, University and/or University System.
    *   Location: If a workshop is offered at three locations and the applicant selects the most distant location, the applicant must submit justification for this choice.
    *   Lodging -- The committee reserves the right to review requests for overnight lodging based on conference location and time of year. For example, if a commuter option is offered for an off-campus course, then funding for lodging would not be approved unless required by the instructor or in the case of a hardship situation.

13. After the year's funds are committed the committee will maintain a waiting list of applications in the event some funds are not expended.

14. The committee will not pay late fees incurred by an applicant.

15. Applicants may appeal committee guidelines or seek an exception to a stated committee guideline. Written appeals of committee decisions may be considered within 10 working days of committee action. The fact that applicants have the right to appeal a committee decision will be stated on all partial award letters and denial letters.