

UCR UNIT 18 PROFESSIONAL DEVELOPMENT AWARD APPLICATION FORM

Application Deadline: Friday, April 28, 2017 at 5 PM

Name: _____ Appointment %: _____

Department/Program: _____ College: _____

Contact Information:
(campus email and address) _____

Brief Description of Activity _____

Activity Dates & Destination: _____

Itemization of expenses or a proposed, detailed budget is required. Please fill in the form below as indicated.
If additional space is required, add a separate sheet, and check here.

Itemized Budget			Council Use Only
Category	Description / Specifics	Amount Requested	Amount Awarded
Fees			
Consumable Supplies			
^ Durable Goods			
*Travel: Airfare			
*Travel: Other Transport			
*Travel: Mileage			
*Travel: Lodging			
*Travel: Meals			
Other (specify)			
Course Release / Paid Leave			
Total Amount Requested			

^ All non-consumable equipment and supplies remain the property of UC Riverside (see checklist).

* Travel expenses must comply with campus and University policy per diems to be eligible for reimbursement.

Have you applied for or are you receiving other professional development assistance? No Yes - If yes, indicate what assistance (amount, purpose) you have applied for and/or are receiving:

Applicant Signature and date _____

Chair/Director Signature and date _____

Items required with all applications:

- This application form with all appropriate fields filled in.
- Short justification (up to 500 words) describing the project or activity, its expected results, and its significance for your professional development and teaching. Please include here an explanation of any expenses that may raise questions (see the Professional Development Award Advice page for more information).
- Evidence of UCR employment at the time of the activity. Print one out from your account accessed at <http://atyourservice.ucop.edu> or refer to the guidelines for examples of other acceptable evidence.
- Current curriculum vitae including your home or campus mailing address, email address, and phone number.
- Additional project support information, for example information about the conference, program, workshop, or classes attended, including any applicable program/conference announcements, calls for papers, or letters of acceptance, or certificates of completion.
- Justification for all requested funds, and copies of receipts (with sensitive account details redacted) for all expenses incurred to date. (Retain originals, including airline boarding passes: these will be required for reimbursement if you are approved for an award.) Please provide a general translation of any receipts in a foreign language. * *Note that expenditures above campus policy per diems for lodging, travel and meals will not be reimbursed.*

Required with applications requesting non-consumable equipment and supplies:

- Durable Goods Allocation Form. Part A is required for all requests of this type. Part B is required for reimbursement of funds; and so is required up-front for applicants seeking retroactive reimbursement.

Optional (but recommended) for all applications.

- Letters of support from the Department Chair, Program Director, or persons qualified to evaluate the project, either University colleagues or relevant authorities outside UCR, will strengthen applications.

Required with applications for course release or other paid leave.

- Two letters of support, including one from the Department Chair or Program Director, are required for applicants requesting a course release or other paid leave.
- Current annual salary \$ _____.

Important Notes:

1. The application package must be submitted electronically (in PDF format) to the Academic Personnel Office at APOMail@ucr.edu before or by the deadline. **Application Deadline: Friday, April 28, 2017 at 5 PM**
2. Award recommendations for retroactive activities will be capped at \$1,500 per applicant per award cycle.
3. If there are insufficient funds to cover applications of equivalent merit, award recommendations for applicants who have received \$7,500 or more in award monies within the previous 5 academic years will be reduced first (see the guidelines for more details).
4. Awards are not transferable. If you are unable to complete the activity for which the award was granted, funds cannot be disbursed.