

AF Professional Development Award Application

For the academic year:

FOR A COMPLETE APPLICATION:

- Complete the attached form (all questions must be answered, if not applicable, please indicate).
- Do not add additional pages to explain your project.
- The only additional documents needed are a letter from the Department Chair and an invitation letter from a host (if applicable). Please follow instructions provided in the link below.
- This award is not a research or travel fund award. The proposed activity should enhance the applicant's professional development or effectiveness in their current position.
- Applicants and/or their Departments are responsible for processing all expenses. The office of the Provost will re-imburse actual costs.
- The office of the Provost will support awards up to \$9,000.00. The budget and expenses must follow UC Davis travel regulations.
- For more information please see: <https://academicaffairs.ucdavis.edu/uc-and-campus-awards>

CHECKLIST:

1. Completed Professional Development Award Application:
2. Letter of the Department Chair/Dean:
3. Invitation letter from host:

-----office use only-----

	DaFIS	Full Account Number	Fund Source	Fund Legacy
Course			GENFND	(19900)
Research Support			GENFND	(19900)



APPLICANT'S INFORMATION

Last Name:

First Name:

Middle Name:

Academic Title(s):

Years of continuous service
in academic title(s):

Department:

Applicant's Signature:

Applicant's e-mail:

Applicant's phone number:

Proposal Title:

Quarter(s) of desired time frame:

Previous PD award
received?

If yes, please provide date of award?:

This project will be administered by the Department of:

Department Administrative Contact:

E-mail:

Phone:

Department Chair Signature:

Date:

(if not included in e-signature)

Dean's Signature (if required):

Date:

(if not included in e-signature)



SERVICE ACTIVITY IN THE LAST 4 YEARS

E.g., AF service, ad-hoc peer reviewer, committee service, community service related to the applicants profession

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

Date: Service Activity:

LIST OF SELECTED PUBLICATIONS

Publications of the past 4 years:

DESCRIPTION OF THE PROJECT

Project Description (up to 4000 characters):

How does the applicant's expertise or preparation relate to the proposed project (2000 characters):

How does the project relate to the applicant's professional development in their current position (2000 characters):

How will the proposed project benefit the applicant's future work (2000 characters):



BUDGET DETAILS

Specific Time Line:

Project Start Date: Project End Date: Activity (e.g., travel, workshop, training, collaboration event):

Specific Budget: Please provide detailed estimates for each applicable line item.

Amount: Transportation expenses (e.g. estimated airline or train tickets, mileage, tolls, parking):

Amount: Lodging (e.g. estimated hotel/motel expenses):

Amount: Meal expenses (please provide a daily meal estimate and the total estimate):

Amount: Registration fees (e.g. fees for workshop, seminar, etc.):

Amount: Salary/duration for replacement hire (if temporary worker is needed to manage applicant's responsibilities during his/her absence, please add type of position for temp. worker):

Amount: Software *(type of software; first option: through UCD; justification when UCD option is not used):*

Amount: Other:

Total amount requested: