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 reponsible 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   If yes, please provide date of award?:
                                    received?

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: