

# 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:



## 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:

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## LIST OF SELECTED PUBLICATIONS

*Publications of the past 4 years:*

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## 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):

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**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: