ATTENTION
Human Development and Family Studies Department
STUDENTS

Applications for PROFESSIONAL DEVELOPMENT FUNDING Are Now Available

The Department of Human Development and Family Studies is soliciting applications from our undergraduate and graduate students to fund travel for presentations and/or attendance at regional and national professional conferences. If you are interested in submitting an application, please contact Matty in Pettee Room 218B for an application.

Applications are due by the 15th of each month and should be submitted to the Chair of the Professional Development Committee.
The Department of Human Development and Family Studies is committed to helping support student presentations and attendance at regional and national professional conferences, professional training workshops and travel. Funding amounts and number of students funded may vary and will be determined annually. Decisions are made by the Professional Development Committee with the Human Development and Family Studies Department Chair in an advisory role. After considering all elements of the applications, funds will be distributed according to the following guidelines:

1) Presenting at conferences in areas of their academic field
2) Attending professional trainings and workshops in areas of their academic field
3) Attending conferences in areas of their academic field
4) Travel related to professional development in areas of their academic field

Students seeking funding should submit an application including:

- The conference or training purpose and dates
- Brochure or other description of conference / training
- Anticipated expenses
- If presenting, documentation of an accepted paper, poster or presentation
- Their role at the conference

Due to the limited funding available, students are expected to contribute to their expenses and are encouraged to explore and document that they have sought funds from other campus sources (e.g., Graduate School) and external organizations/associations (e.g., SCRD). All funds received and their source(s) must be noted in the application.

Applications must include a letter of endorsement from the student’s faculty advisor.

Application forms will be distributed at the start of each semester via email.

The Human Development and Family Studies Development Committee will review all applications and select recipients of professional development funding each month. Applications are to be submitted by the 15th of each month of the academic year to the Chair of the Professional Development Committee. Applicants will be notified of the determination of their requests by the first of the following month. Limited to one request per year.
Department of Human Development and Family Studies
Professional Development Funding Application

Name ___________________________ Date ___________________________

Advisor ___________________________ Phone ___________________________

E-Mail Address ___________________________

Admission Date ___________ Undergraduate □ Graduate □

Program of Study ___________________________

Conference ___________________________

Dates ___________ Location ___________________________

Conference Focus: □ State □ Regional □ National □ International

Student Role: □ Participant □ Officer □ Accepted Paper □
Formal Presentation □ Poster Session

Title of Paper/Presentation ___________________________

Total Anticipated Expenses (please attached an itemized list on a separate sheet): $________________________

Other Funding Sought/Received: □ Campus Source ___________________________ $ ___________

□ External Organization ___________ $ __

How will this conference further your professional development?

Please attach a letter of endorsement from your faculty advisor.

Office Use Only:

Received ___________ Reviewed ___________ Awarded: □ Yes □ No

Amount $________________________