ATTENTION
Family Studies Department
STUDENTS

Applications for
PROFESSIONAL DEVELOPMENT
FUNDING
Are Now Available

The Department of 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 218 for an application.

Applications are due by the 15th of each month and should be submitted to the Chair of the Professional Development Committee.
UNH Department of Family Studies

PROFESSIONAL DEVELOPMENT FUNDING
Policies and Guidelines

The Department of Family Studies is committed to helping support Family Studies 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 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 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 Family Studies
Professional Development Funding Application

Name ________________________________ Date ____________________________
Address ______________________________ Phone __________________________
____________________________________ Advisor _________________________
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 $ ________________