

NEW PROPOSAL FOR ACADEMIC STAFF PROFESSIONAL DEVELOPMENT GRANT

PROJECT SUBMITTER

Note: You may upload portions of the proposal, save that work, and return at a later time/date to finalize and submit the grant.

| | |
|--|---|
| First Name: | LESLEY |
| Last Name: | FISHER |
| Title: | Administrative Manager (SECRETARY OF ACADEMIC STAFF) ▼ |
| School/College/Division: | GENERAL EDUCATIONAL ADMINISTRATION |
| Department: | GEA/SECY OF THE ACAD STAFF |
| Campus Address: | 270 BASCOM HALL |
| Campus Phone Number: | 608/263-1011 |
| Email Address: | LFFISHER2@WISC.EDU |
| Split Appointment: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| SAVE FOR LATER | |
| SAVE AND CONTINUE TO NEXT PAGE | |

ACTIVITY INFORMATION

Deans may send ranking sheets directly to pdrc@soas.wisc.edu

| | |
|---------------------|---|
| Title of Activity: | <input type="text"/> |
| Type of Experience: | <p><input type="radio"/> Conference</p> <p><input type="radio"/> Workshop</p> <p><input type="radio"/> Training/Course</p> <p><input type="radio"/> Bringing in a Speaker or Expert</p> <p><input type="radio"/> Individually Customized Experience</p> <p><input type="radio"/> Other</p> <p>If Other, please describe:</p> <input type="text"/> |
| Beginning Date: | <input type="text"/> |
| Ending Date: | <input type="text"/> |
| Location: | <input type="text"/> |

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APPLICATION QUESTIONS

1. Brief Summary of Proposed PD Activity:

0 words (100 words left)

2. Why are you interested in pursuing this professional development experience?

0 words (250 words left)

3. How do you plan to use and share the information you learn from this professional development experience?

0 words (250 words left)

4. How will participating in this professional development activity benefit or enhance the effectiveness of your program, your unit, and the university?

0 words (250 words left)

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PROFESSIONAL DEVELOPMENT GRANT BUDGET WORKSHEET

Supporting documentation must be provided for **all** budget items. If travel is involved, please know and follow UWSA guidelines that can be found at <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/travel-and-expense-general-travel-expense-policy>

| DESCRIPTION | COST |
|--|-----------------------------------|
| Registration Fees or Costs | |
| <input type="checkbox"/> Membership Rate? | |
| <input type="checkbox"/> Early Bird Registration Rate? | |
| <input type="checkbox"/> Other Discount? Describe: | |
| <input type="text"/> | \$ <input type="text" value="0"/> |
| Attach PDF of documentation: | |
| <input type="text"/> | |
| <input type="button" value="SELECT"/> | |
| Air Transportation | |
| Provide documented quote from Concur/ UW TravelWise . (Funds award for travel will not exceed the amount requested at the time of submission.) | |
| | \$ <input type="text" value="0"/> |
| Attach PDF of documentation: | |
| <input type="text"/> | |
| <input type="button" value="SELECT"/> | |

Ground Transportation

Current policies for ground transportation can be found in [Concur/ UW TravelWise](#) in the Traveler's Reference Guide under Quick Links. (UW fleet is preferred when available)

Days or Miles:

x Cost per day/mile

= Total: \$

Other Costs: Taxi/Shuttle: \$

Tolls: \$

Parking: \$

Attach PDF of documentation:

\$

Lodging

You may use [Concur/UW TravelWise](#) to book lodging. UW lodging maximum requirements can be found in [Concur/UW TravelWise](#).

Nights:

x Cost per night

= Total: \$

\$ 0

Other Charges (explain):

Conference Rate?

Academic (e.g., Big Ten) or Government Rate?

Attach PDF of documentation:

SELECT

Meals

Meals cannot exceed per diem limits as specified by the Lodging Maximums and M&IE Per Diem Allowance Calculator (<https://uw.foxworldtravel.com/rate-calculator>). Attach a screenshot of the results from the calculator as your documentation for this section. As a reminder, food for local participants is not allowed, and you cannot claim meals included in the registration fee.

\$ 0

Total M&IE Allowance: \$

Attach PDF of documentation:

SELECT

Consultant or Outside Speaker Fees

Attach PDF of documentation:

SELECT

\$ 0

Other Expenses

(List and justify, such as baggage charges from airlines.)

\$ 0

Attach PDF of documentation:

SELECT

TOTAL:

\$ 0

ACCOUNT NUMBER FOR TRANSFER OF GRANT FUNDS

Required for consideration of application.

Total Cost of Activity:

\$ 0

PD Grant Request:

\$ 0

Request can be no more than 50% of the total cost of activity.

FUND FOR AWARD TRANSFER

DEPARTMENT ID NUMBER (FORMERLY THE UDDS)

PROGRAM CODE

101 Fund Only

A (e.g. 017000)

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ATTACH DOCUMENTS



All attached documents must be in PDF (.pdf) format!

A. Documentation About the Activity: (brochure, web page, email, etc; should not exceed five pages)

SELECT

B. Resume: (as it applies to the grant proposal; should not exceed 2 pages)

SELECT

C. Letter of Support from Supervisor: (Letter must include a statement regarding the availability of contributing funds either from the department (at least 50%) or another source, i.e applicant is contributing personal funds.)

SELECT

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SAVE AND SUBMIT FOR REVIEW