

# UNIVERSITY of HOUSTON | CLASS

## Professional Development Award for Staff

### Purpose

The Dean's Professional Development Award for Staff is to allow CLASS staff the opportunity to attend conferences and workshops in their field for the sole purpose of professional development. The intent is to defray costs associated with attendance. The maximum amount of the award is \$2,000 per staff member. Up to four awards will be made per year, contingent upon the availability of funding. Staff members that are awarded must wait **three years** from the date of award notification before reapplying again.

### Eligibility

All staff currently employed in CLASS are eligible.

### What the Award Will Fund

Costs associated with conference/workshop including:

- Airfare
- Lodging
- Meals
- Registration fees
- Ground Transportation

### What the Award Will Not Fund

Any expenses incurred outside of the scope of the proposed development activity.

### Granting Schedule

**Earliest Submission Date:** August 1<sup>st</sup>

**Applications Due:** October 1<sup>st</sup>

**Notification of Awards:** November 1<sup>st</sup>

Please submit applications to [CLASSGrt@uh.edu](mailto:CLASSGrt@uh.edu) by the deadline. Please write "Professional Development- Staff" in the subject line.

**PLEASE NOTE: Please include a supporting letter from your Department Chair or Immediate Supervisor. Incomplete applications will not be reviewed. Applications will be considered incomplete until all information has been received, at which time an email confirming receipt will be sent to you.**

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## Professional Development Award for Staff Application

Last		First		Department	
Email			Phone		
Position					
Date(s) of Travel			Location		
Reason for Travel? (e.g., conference, workshop, meeting, etc.)					
Name of the Event					
Have you received funds from your department/unit?	_____ Yes		_____ No		
If yes, how much?					
Please provide a brief explanation on why receiving this award will assist you in reaching your professional development goals.					
Travel Cost Estimate					
<b>Please note:</b> Requests for reimbursement must be submitted to the Department Business Office no later than 60 days after travel is completed. Receipts and any applicable documentation (proof of registration) are <b>required</b> for all expenses listed in the budget.					
Line Item			Requested		
Registration Fees					
Airfare					
Lodging					
Meals					
Ground Transportation					
<b>Total Amount</b>					

# Signatures

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Staff Member

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Date

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Department Chair/ Immediate Supervisor

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Date