



The University of North Carolina at Chapel Hill
THE EMPLOYEE FORUM • Campus Box 3488 • Chapel Hill, NC 27599-3488

PROFESSIONAL DEVELOPMENT GRANT APPLICATION

The Employee Forum's Professional Development Grant provides permanent University of North Carolina at Chapel Hill employees additional funding to help cover professional development opportunities.

The grant covers work-related education and training and can be used for conferences, certificates, non-credit classes, or similar instructional opportunities. In other words, it covers anything related to or contributing to the professional skills of the individual employee and not already covered by other resources at the University. Specifically, the grant is designed for expenses incurred prior to the opportunity (e.g., registration, materials, travel) that an employee's department or cannot cover. Courses for academic credit are not eligible for this grant but can be accessed through the University's [tuition waiver benefit](#).

Full or part-time permanent SHRA or EHRA non-faculty employees are eligible for this grant. We encourage applicants to seek funding from departmental/unit sources, if available, prior to submitting this application. There are a number of sources of university forms and sources of support, such as [Educational Programs](#) through Benefits, [HR's Training offerings](#), and the [Janet B. Royster Memorial Staff Scholarship Fund](#). Please exhaust these other options before applying for the Professional Development Grant.

Application Criteria

Funding must be for individual benefit, relate to the employee's position, and meet a professional development purpose (not departmental).

- Applicant may not have received a Professional Development Grant from the Employee Forum nor the Janet B. Royster staff scholarship from the Staff Assembly, for the same or a different opportunity, in the year prior to application.
- Individual grants will not exceed \$500
- Timely and complete submission:
Applicants must indicate all other sources of funding they are pursuing and/or have already received (e.g., departmental funds, Employee Assistance Program, Janet B. Royster Scholarship, three tuition waivers/year, etc). Applicants who receive funding from the Janet B. Royster Scholarship for the same opportunity are no longer eligible for the Forum's Professional Development Grant.

The application includes details about the opportunity, a budget of expenses, and answers to the 3 following questions. (We recommend that you draft and save your answers in a Word document and then cut and paste the answers into the application when you are ready to submit it.)

- How would this opportunity advance your professional goals?
- What professional growth opportunities have you participated in since joining the University?
- For what other sources of funding have you applied? What, if any, support have you confirmed from those sources? (Please be sure to update Matt Banks (employeeforum[at]unc.edu) if you learn of additional funds after submitting your application.)

Submission Guidelines

- Submission must be complete.
- Online application is strongly preferred. If you are unable to submit online, please use the following alternatives:
 - Pdf application submission: employeeforum[at]unc.edu
 - Hard copy application submission: Contact Matt Banks (919.962.3779) or visit the Employee Forum office.
 - Application submission by fax: 919.843.1843

Deadlines:

For the fiscal year ending in June 2017, we are now accepting applications on a rolling deadline until May 15.

Requirements for Reimbursement:

Receipts must be turned in to the Employee Forum office within one week after the event. If submitting close to the end of the fiscal year, receipts must be turned in no later than May 31.

For questions concerning the application process, contact the Employee Forum at employeeforum[at]unc.edu or by phone at 919.962.37



Personal Information

Full Name _____
Last First Middle
Preferred First Name _____
Personal Identification Number (PID) _____
Position Title _____ Work Telephone _____
Dept. Name _____ Dept. # _____ Years in Position _____
Years at the University _____ Local Telephone _____
E-mail Address _____

Supervisor's Name*: _____
Last First Middle
Supervisor's Email*: _____

*We do not need your supervisor's approval, and we will not contact your supervisor unless the Professional Development Grant account is audited.

Have you received the Staff Assembly's Janet B. Royster Scholarship in the last 6 months?
Yes No

Event Details

Name of Program/Event: _____
Travel Destination: _____
Beginning Date _____ Ending Date _____

How would this professional opportunity aid you in the workplace? (250 words max.)

What professional growth opportunities have you participated in since joining the University?
(250 words max.)

For what other sources of funding have you applied? What, if any, support have you confirmed from those sources? Please be sure to update Matt Banks (employeeforum[at]unc.edu) if you learn of additional funds after submitting your application. (250 words max)

Budget Request:

Total Proposed Budget	\$ _____
Amount You Will Provide Toward Your Costs (If Applicable)	\$ _____
Amount Your Department Will Provide Toward Your Costs (If Applicable)	\$ _____
Total Requested From the Employee Forum Professional Development Grant	\$ _____

I attest that everything included in the application is true and complete.

Signature _____ Date _____