

Professional Development Funds Application Form: INTO OSU Academic Team

This form is to apply for professional development funds for professional development activities that are not specifically tied to the list of annual conferences.

Please complete the form below and send it to your supervisor for their approval and comments. Your supervisor will then send it on to the Director of Academic Programs.

Applications are processed according to various criteria including but not limited to:

- the amount of monthly budget remaining
- relevance of professional development to the INTO OSU Center
- relevance of professional development to the individual
- level of financial support provided to the individual to date
- impact that the professional development will have on the INTO OSU academic team and academic programs
- the availability of alternative training

When you save this document, please replace 'YourName' in the filename with your first name and surname e.g. "MarthaReeves_application_for_Professional_Development_Funds.docx"

Full Name:	
Today's date:	
What is the event/program/course you wish to attend? *Please give full details including web links	
Date(s) of the event:	
Time(s) of the event	
Total number of days and nights	
Please give a detailed, full budget for the event/program/course. [Include all costs e.g. airfare;	

ground transportation; subsistence (food and drink); hotels (inc. taxes); registration costs; membership costs	
What would be the benefits to INTO OSU? (the Center; the programs; your colleagues; the students).	
What would be the benefits to you?	
How will you share information with colleagues on your return?	
Please list any events /training/courses /conferences etc. that you have received financial support for in the last 2 years	