

**College of Science
Professional Staff Development Grant Application**

Date of Application: _____

Name: _____ ID #: _____

Department: _____ Mail Code: _____

E-mail address: _____ Phone Number: _____

Job Title: _____ Fiscal Manager E-mail Address: _____

Name of mini-course/workshop or conference: _____

Date/Location of event: _____

Deadline of payment for registration: _____

Amount of request (\$250 maximum):* \$ _____

Will your department co-sponsor? If so, what amount: \$ _____

Dept. # _____ Account # _____ (208/E&G funds only)

Justification of Request (if applicable, explain how this is related to your position) :** _____

_____ Applicant's Signature	_____ Applicant's Printed Name	_____ Date
_____ Supervisor's Signature	_____ Supervisor's Printed Name	_____ Date

*registration fees only

**request does not have to be job-related

Send completed application to Amber Robinson, College of Science (0405). For more information, contact Amber at 231-7078 or email: hambert08@vt.edu.

Guidelines for Submission

1. Applications may be submitted throughout the semester.
2. Allow two weeks for processing.
3. Applications will be considered on a first-come, first-serve basis.
NOTE: There is only a limited amount of funds available per year.
4. Submit your applications as soon as you have information on an event you're interested in attending. This grant should be approved before the conference. It is not for a reimbursement after the conference.
5. Attach a copy of the registration form to the application, if applicable.
6. Your department will be responsible for submitting registration materials and the initial payment to the organization.
7. Upon approval from the committee, you will be notified by a committee member.
8. The funds will be transferred from the Dean's office to your departmental operating account when documentation has been received from your department that the transaction has been completed. Please have your fiscal support staff contact Donna Mullins regarding the transfer.