

Professional Development

- Applicant Information - Landing Page, this is where you will select the type of application you would like to fill out. This page will also ask for:
 - Name
 - Date
 - Location of project
- Page 2:
 - Title or Topic of your project
 - Abstract (max ?? Words) - written for a lay audience in this space in order to have this proposal considered. (Please note that for Student-Faculty Research and Dana Research Assistantships proposals this abstract will be made publicly available on the Students as Scholars website. Please notify us if you wish to opt out.)
 - Have you applied for any other support for this project? (Yes/No)
 - If yes, you will be asked to list the internal and/or external funding sources
 - This project is: (this is a check box to select one from the list below)
 - A new project
 - A continuing project
 - Presentation of a previously funded project
 - Previously funded by R&D
 - Does this project involve:
 - Human Subjects activity requiring approval from the Institutional Review Board (IRB)
 - Activity requiring approval from the Institutional Biosafety Committee (IBC)
 - Activity requiring approval from the Institutional Animal Care and Use Committee (IACUC)
- Page 3: Explanation
 - Please describe the proposed professional development activity in which you would like to participate (max 450 words). It is important that this information be written in language that is comprehensible to readers who are not experts in your field.
 - Please describe the new knowledge, expertise, or skills you expect to acquire through this experience (max 300 words).
 - Please describe how you intend to use this new knowledge, expertise, or skill to enhance your teaching and/or research.
 - Please provide a schedule of activities or timeline for completion of this project.
 - *There is a place to upload documents if needed*
 - Please describe specially the rationale for your budget request.
- Page 4: Budget Information- PLEASE USE ONLY WHOLE NUMBERS. DO NOT USE COMMAS OR DECIMALS.
 - Round-trip Transportation
 - Airfare
 - Airport Parking
 - Airport Shuttle
 - Tells en route
 - Parking

- College Car/Driver/Car Rental
 - Train/Bus
 - Subway/Taxi
 - Lodging
 - Meals
 - Total Car Milage
 - Materials and Supplies
 - Facilities user fees
 - Materials (attach list)
 - Photocopying
 - Other
 - There is then a space to upload a materials list
- Page 5: Budget Summary
 - This page is automatically populated from the previous page
 - You may add notes in the “Notes” box if needed at the bottom of the form
 - Would you like to receive a copy of your application? (This will be emailed to you)
 - Yes/No
- Page 6: Summary
 - “Submit Form” at the bottom of the page