

**University of Kansas  
Unclassified Staff  
Professional Development Funding**

Unclassified Staff can receive funding for professional and personal development. This development may take the form of:

- Conferences, workshops, and seminars, both on and off campus, including registration fees and travel expenses (priority will be given to applicants *presenting* at conferences as opposed to solely attending)
- Funding for special projects such as research and publication

The committee will NOT Fund:

- Computer Hardware/Software
- Journals or Books
- Memberships to professional organizations
- Training required by a department to fulfill one's position responsibilities
- Speaker Honoraria
- On-line courses

This funding is intended for KU unclassified staff members represented by Unclassified Senate, both full time and part time, who have been employed by KU for 6 months or longer. Individuals with temporary appointments are not eligible.

Funding will be distributed from November 1, 2011 – June 30, 2012. The maximum funding given is \$500.00. If funding is awarded, recipients will be required to complete necessary KU travel forms prior to travel. This account uses state funds; awardees must follow state guidelines for travel ([http://www.comptroller.ku.edu/central\\_accounting\\_services/travel\\_information/](http://www.comptroller.ku.edu/central_accounting_services/travel_information/)). Awardees will work with their department on reimbursement, and departments will receive funds from this account for the awardees' reimbursement. There will be no retroactive reimbursements; all travel must occur between November 1, 2011 – June 30, 2012. **The application deadlines are:**

**October 21, 2011:** For travel between November 1, 2011 and February 28, 2012

**January 31, 2012:** For travel between March 1, 2012 and June 30, 2012

This funding is meant to serve as a complement to departmental funding. All applicants must ask their respective departments for funds, but are not required to secure them to be considered for Unclassified Senate reimbursement. Graduate students must also note whether they are eligible to receive funding from Graduate Studies' Graduate Student Paper Presentation fund.

A completed application consists of: an application form, proposal, travel worksheet, and supporting documents, such as a conference brochure, timeline of travel, information on registration fees, airfare, hotel rates, shuttle service and taxi service where applicable, parking, meals, etc.

Applicants receiving funding are required to submit a brief written report summarizing the activity within 30 days of completing the activity/program. After receiving the report, the committee may invite funding recipients to present at an Unclassified Senate meeting regarding what they learned from the development opportunity that was funded.



**University of Kansas**  
**Unclassified Staff Professional Development Funding Application**  
**Applicant Check List**

Prior to submitting your application, please review this checklist to make sure you have all required materials. Incomplete and late applications will not be reviewed.

\_\_\_\_\_ I have completed the Unclassified Staff Professional Development Funding Application, which includes both my signature and my supervisor's signature.

\_\_\_\_\_ I understand there are no retroactive reimbursements. My program or activity will occur between November 1, 2011 and June 30, 2012.

\_\_\_\_\_ I have written a specific and clear proposal that states the benefit to me, my department, and the university.

\_\_\_\_\_ I have clearly identified my personal and departmental contributions.

\_\_\_\_\_ I have included a detailed travel worksheet.

\_\_\_\_\_ I have included all supporting documents, such as a conference brochure, timeline of travel, information on registration fees, airfare, hotel rates, shuttle service and taxi service where applicable, parking, meals, etc.

\_\_\_\_\_ My supervisor has sent a letter of support showing that he/she endorses this application.

Questions about this application should be directed to:

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