

## Professional Development Support Fund Guidelines

The Sam Fox School recognizes that ongoing professional development is important to employee success and can enhance the work we do together. To this end, the School has established a Professional Development Support Fund to provide financial support for professional development opportunities that are not available through Washington University. Funds may be used to cover costs associated with online courses, workshops, conferences, related travel, and other relevant activities. The fund is not intended for Washington University courses offered through the Employee Tuition-Waiver Program, membership fees for associations/organizations/clubs, or professional licensing fees.

### Who is Eligible?

All full-time, benefits-eligible staff of the Sam Fox School are eligible, although Kemper Art Museum staff should apply for professional development funds through the Museum's existing process.

### Terms and Instructions

Grants will be awarded based on merit. Financial support will typically range from \$300 to \$1,500, but circumstances may support consideration for requests outside of the typical range.

- Proposals should demonstrate:
  - how the activity will support your individual professional development and will improve performance in your current position;
  - how the activity will enhance your professional competence;
  - the valuable nature of the activity for your area of service;
  - desired outcomes based on participation in the activity.
- Proposals will need to be approved by your supervisor prior to submission.
- Staff must comply with all University and School regulations for off-campus travel.
- Travel reimbursement requests will be due within two weeks of completion of travel.
- To facilitate the sharing of information and documentation of professional development activities, staff members will submit a knowledge transfer report and be asked to give a brief presentation at a staff meeting following completion of the professional development activity.
- If the activity occurs during your normal work hours, you will not be required to use vacation time.
- Proposals will be reviewed by Dean Carmon Colangelo and Associate Dean Nicole Allen.

**Application Submission:** Applications may be submitted at any time but should generally be submitted at least four-to-six weeks prior to the proposed activity to allow time for a funding decision to be made. Please submit applications to Nicole Allen.

**Questions or Application Review:** Nicole Allen, Associate Dean, [nallen@wustl.edu](mailto:nallen@wustl.edu)

## **Professional Development Fund**

**Application Form (You may recreate this form in a new document)**

### **EMPLOYEE INFORMATION**

Name:

Phone:

Title:

Supervisor:

### **EVENT INFORMATION**

Course/Workshop/Seminar/Conference Title:

Event Date(s):

Event Location:

### **Description of activity and outcomes**

Please address how the activity will support your professional development, how the activity will contribute to the success of the Sam Fox School, and your desired outcomes.

Brief itemized budget for your fund request:

| Activity             | Detail | Cost |
|----------------------|--------|------|
|                      |        |      |
|                      |        |      |
|                      |        |      |
|                      |        |      |
|                      |        |      |
| <b>Total Request</b> |        |      |

**To be completed by Supervisor**

Please briefly explain how the proposed activity will benefit the employee’s professional development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit to: Nicole Allen, Associate Dean, at [nallen@wustl.edu](mailto:nallen@wustl.edu)

## Professional Development Knowledge Transfer Report

To facilitate the sharing of information and documentation of professional development activities, you will be asked to give a brief presentation at a staff meeting following completion of the professional development activity.

In preparation of the presentation, please provide a brief reflection on the following:

Brief synopsis of the activity:

Summary of the information garnered as a result of the activity and explanation of the value of new information.

Description of individual personal/professional development outcomes.

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Print Name

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Date

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Signature

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Date

*Please return completed Knowledge Transfer report to Nicole Allen ([nallen@wustl.edu](mailto:nallen@wustl.edu)) within two weeks of participation in activity.*