PACADA PROFESSIONAL DEVELOPMENT GRANT

The deadline for the 2017 grant application is Friday, February 17, 2017.

Purpose
To provide PACADA members with financial support to attend professional conferences hosted by one of the following professional organizations:

1. National Academic Advising Association (NACADA)
2. Great Lakes Region 5 (Regional Branch of NACADA)
3. Indiana Academic Advising Network (IAAN)
4. Another nationally recognized higher education student services conference
5. Other professional seminars, webinars, or online trainings that advance professional development in advising

Requirement
All grant recipients must present at PACADA Presents and/or write an article to be linked to PACADA’s website regarding the conference.

Application Information
1. Complete cover page with the application
2. Write a description of approximately 250 words of how the award will be used.
   Describe how the conference/training:
   a. Will benefit you
   b. Will benefit your students
   c. Will benefit your department
   d. Demonstrate financial need by completing a simple itemized budget
3. Provide a list of other professional development activities completed/attended in the past two years and the source(s) of funding.
4. Have you applied for or been awarded funding from another source to attend this specific professional development activity? If so, please list funding source and amount.

General Information
• Incomplete or late applications will NOT be considered.
• Recipients of a PACADA Professional Development grant the previous year are not eligible the following year. Grants will not be awarded to an individual two consecutive years.
• Applications are considered confidential information.
• Submission of an application does not guarantee funding.
• The total amount of grant funding available to disperse will be a percentage of the receipts from the previous year’s annual Fall Professional Development Conference/Retreat.
• $400.00 grant is the maximum awarded to an individual attending a National Conference.
  $200.00 grant is the maximum awarded to an individual attending a Regional Conference.
  $100.00 grant is the maximum awarded to an individual attending a state conference.
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- The evaluation committee reserves the right to reduce individual award amounts in order to provide maximum grant benefit with available funds. Also, the award maximum is subject to change without notice, based on availability of funding.
- Funds may apply only to a single conference/training.
- The recipient must be a Purdue employee and a PACADA member at the time of the development activity.

Evaluation of Grant Applications
- Professionalism of the application
- Completeness of the application
- Overall impact of the professional development activity
- Applicant’s involvement in the conference, e.g., presentation, poster session, etc.
- Previous professional development activities
- Other available funding for professional development activities
- Stated need for professional development funding

For more information, please contact Rebecca Whitley (rwhitley@purdue.edu).
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APPLICATION FORM 2017

GRANT DEADLINE IS Friday, February 17, 2017.

Directions

1. Be sure to read and understand all of the information regarding the grant.

2. Include the cover page form with the application

3. Write a description of approximately 250 words of how the award will be used. Describe how the conference/professional development:
   a. Will benefit you
   b. Will benefit your students
   c. Will benefit your department
   d. Financial need – identify other conference funding sources for which you will apply*

4. Provide a list of other professional development activities completed/attended in the past two years and the source(s) of funding.

5. Email your completed application materials as PDF documents to: Rebecca Whitley, rwhitley@purdue.edu
   *only electronic submissions will be considered*

For more information, contact the review committee

*This should be included in the itemized budget

PACADA wishes to acknowledge APSAC’s assistance in the development of this application form and its guidelines.
APPLICATION COVER PAGE

Name

Department

College/School

Building

Telephone Number

E-mail Address

Job Title

Description of your Position

Conference Requested (Please Check One)

____ National Conference ($400.00 max)

____ Regional ($200.00 max)

____ State Conference ($100.00 max)

____ Other Conference

____ Other Professional Seminars/Trainings/Workshops

Please indicate the name of the conference or the professional seminars/trainings you are planning to attend:

I have read the application requirements and general information and agree to abide by the terms contained herein.

Applicant’s Signature ___________________________ Date ____________

Supervisor/Department Head Signature ___________________________

(Required, indicates consent to attend the conference)

Date ____________