

## UNIVERSITY STAFF PROFESSIONAL DEVELOPMENT FUND

### Cover Sheet and Checklist

Name of Applicant		
Position/Title		
Phone number and Email address		
Applicants Department/Unit		
Title of Proposed Activity or Project		
Date(s) of Proposed Activity or Project		
Total Amount Required for the Activity or Project		
Total amount requested from USPDF		

### **CHECKLIST FOR PROPOSAL SUBMISSION**

*Complete proposals help expedite review and processing. **Incomplete submissions will be returned for additional information.** The delay could result in the loss of funding for a proposal that might have otherwise been successful. To ensure that the review of your proposal is not delayed, please complete the checklist below before submitting your proposal.*

- You are classified as University Staff with at least one year of service.
- The **USPDF Budget Form** (xlsx) is attached.
- Supporting document(s) such as a program/conference description, program agenda, and/or related expense documentation (registration, lodging, airfare, meals, Google maps, etc.) attached in the order listed on the budget form. **Dates and amounts on all documentation are highlighted.**

The complete proposal and supporting documents must be emailed as a **single combined PDF file to the USPDF committee: [uspdfc@uwp.edu](mailto:uspdfc@uwp.edu).**