

Cover Sheet

**Professional Development Awards  
2015 - 2016**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Cost Center/WBS account no.: \_\_\_\_\_ Personnel no.: \_\_\_\_\_

Dept. business office contact: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Title of proposal: 

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Timeline for expenditure of funds/  
Project Beginning Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

**Current support held from other university or external sources:**

Source	Title	Amount Awarded
_____	_____	_____
_____	_____	_____

**Proposals under consideration by other university or external funding sources:**

Source	Amount Requested
_____	_____
_____	_____

**Previous support through Graduate School Professional Development Awards:**

Year	Proposal Title	Amount Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Each proposal should be sent for review and evaluation by the department head and dean or associate dean of the college.** Deadlines for proposals to be received in the Graduate School are **September 25, November 20, and January 29.** Please be sure to **submit the proposal to the college dean's office at least one week prior to these dates** to allow time for review and recommendation by the dean or associate dean.