

PROFESSIONAL STAFF ASSOCIATION DEVELOPMENT GRANT GUIDELINES AND PROCEDURES

PSA has been allocated \$10,000 for the fiscal year for use in funding members to attend conferences, seminars and workshops that add to professional development. \$500 will be allocated per PSA member who is a presenter, moderator, host, panelist or officer in the organization sponsoring the event. \$400 will be allocated per PSA member who is an attendee.

Funds will be distributed on a "first-come-first-serve" basis until the funds are depleted. PSA members may use the fund one time up to the maximum allocation to January 31. Beginning February 1 members may apply for more assistance depending on availability of funds.

PROCEDURES

1. Before registering for your conference, obtain a grant application form from www.csc.edu/psa
2. Complete the form, sign and submit to your immediate supervisor.
3. Submit the approved form to the Grant Committee for appropriate action. The Committee will approve or disapprove the request. Attach a copy of conference information to the request. When the request is approved the Committee will submit the request to the Vice-President of Administration for appropriate action and if necessary to the President's Office for appropriate action. An approval letter will be sent to you from the Human Resources Office.
4. If a Request to be Absent form is required for travel, indicate the "PSA Grant Funds" on the budget code line of the request form. Do not send it to the Grant Committee, or the Vice-President of Administration, unless they are your immediate supervisor. The Human Resources Office will enter the appropriate budget code.
5. Upon return from your activity:
Submit a brief summary of the meeting and exact amount you spent to the PSA Grant Committee.
Complete the appropriate expense vouchers with receipts.
Send the expense voucher, approved Request to Be Absent, if needed, and your approval letter to Human Resources, who will forward it to the Comptroller.

Professional Staff Development Grant Application Form

Name of Employee: _____ Position: _____ Department: _____ Signature of Applicant: _____	Proposal For Funding PROFESSIONAL STAFF DEVELOPMENT GRANT APPLICATION Chadron State College								
Budget Breakdown: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Item: _____</td> <td style="width: 40%;">Cost: _____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Item: _____	Cost: _____	_____	_____	_____	_____	_____	_____	Total PSA Funds Requested: \$ _____ Committee Use Only Date Received by Committee: _____ Amount Approved: _____
Item: _____	Cost: _____								
_____	_____								
_____	_____								
_____	_____								
Dates: _____ Location: _____									
Describe the Proposed Activity: _____ _____ _____									
What is your level of activity? <input type="checkbox"/> Attend <input type="checkbox"/> Present <input type="checkbox"/> Other									
Describe the outcomes anticipated from the proposal and how this activity relates to your professional assignment or discipline: _____ _____ _____ _____									
1 Approval Yes <input type="checkbox"/> _____ No <input type="checkbox"/> _____ Signature, Supervisor _____ Date _____									
2 Approval Yes <input type="checkbox"/> _____ No <input type="checkbox"/> _____ Signature, Chair, PSA Development Grant Committee _____ Date _____									
3 Approval Yes <input type="checkbox"/> _____ No <input type="checkbox"/> _____ Signature, Vice President for Finance & Administration _____ Date _____									
4 Approval Yes <input type="checkbox"/> _____ No <input type="checkbox"/> _____ Signature, President, Chadron State College _____ Date _____									
The information provided will be considered by the Professional Staff Association Grant Committee, the Vice President of Administration and the President of Chadron State College in the review process of proposals submitted for funding from money made available for Professional Staff Association development activities.									
Please complete this application, submit to the appropriate supervisor and then to the Chair of the PSA Development Grant Committee.									
Return completed form to Human Resources.									
Rev. 09/2016									