# **Academic Staff Professional Development Committee Fund Application Form**

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| --- | --- |
| Name of Applicant |  |
| Position/Title |  |
| Email address |  |
| Applicant’s Department/Unit |  |
| Title of Proposed Activity or Project |  |
| Date(s) of Proposed Activity or Project |  |
|  | |
| Total Amount Required |  |
| *Total Matching Amount (other sources)* |  |
| **Total Amount Requested** |  |

## **Project Information**

1. **Description of project or activity.**

1. **The potential for the project or activity to advance the mission/objectives and implement the strategies of the department/unit and the university.**

1. **Professional benefits of the project or activity to the applicant.**

**Have you received funding from ASPDC in the past 3 years?**  Yes  No

If yes, list all funding awarded in the last three years.

|  |  |  |
| --- | --- | --- |
| **Year** | **Activity** | **Amount Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |

## **CHECKLIST FOR PROPOSAL SUBMISSION**

**Incomplete submissions will be returned for revision.** This results in a delayed review, which can cause the loss of funding. Please ensure your application includes the following:

**Completed ASPDC Fund Application Form**.  
 **Approved Workday Spend Authorization**.  
 **Supporting Documentation** of the following estimated expenses and documents as applicable:

* Description of the program/conference, agenda, and proof of acceptance to present (if presenting)
* Verification of requested expenses (documented registration, lodging, mileage/airfare, etc.)
* All travel must follow UW TravelWise Policies.

The complete proposal must be sent by email in a single PDF to Hannah Wallisch, 2025-26 ASPDC Chair: [wallisch@uwp.edu](mailto:wallisch@uwp.edu)