

***Please do not print – electronic submission only***

**Requester's Information**

Staff Member's Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Staff Member's E-mail: \_\_\_\_\_  
 Type/Name of Training: \_\_\_\_\_  
 Training Date(s): \_\_\_\_\_  
 Training Location: \_\_\_\_\_

**Professional Development and Tuition Support**

The College of Fine Arts offers limited support for staff members (.75 FTE or higher) to request funds for professional development training or relevant University courses. The total amount of funding available for Staff Professional Development is \$5,000 and will be disbursed on a first-come basis. The College will provide a 1-to-1 match for the Department/School contribution, up to the eligible dollar amount (Max: \$500 from Department/School + \$500 from CFA / 1 allowance per year). ***Please include a copy of the training description, course description, or a link to the training website in your explanation below.***

**Expense Estimates**

<i>Expense Type</i>	<i>Description</i>	<i>Amount</i>
Registration/Tuition		
Materials		
Other		
<b>Total</b>		<b>\$</b>

**Description/Purpose of Training (to be completed by staff member):**

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Chartfield for staff professional development activity:

\_\_\_\_\_  
*(Prior to submitting this form, please contact your Department/School Business Officer to identify the appropriate chartfield for your department or school's professional development. Once an award has been made from the Dean's Office, please work with your Business Officer to access the funds.)*



**STAFF MEMBER:**

**PLEASE SAVE THIS DOCUMENT AND EMAIL IT TO YOUR CHAIR/DIRECTOR/SUPERVISOR**

### **Chair/Director/Supervisor Recommended Level of Support**

Please include the dollar amount you are willing to offer towards the proposal. The College will match the Department/School contribution up to the eligible dollar amount itemized in the budget above.

\$

Department/School Allocation: \_\_\_\_\_

Additional Comments from Chair/Director/Supervisor:



**CHAIR/DIRECTOR/SUPERVISOR:**

**PLEASE SAVE THIS DOCUMENT WITH YOUR COMMENTS AND DOLLAR AMOUNT AND EMAIL THE DOCUMENT TO [VELMA.RIPPSTEIN@UTAH.EDU](mailto:VELMA.RIPPSTEIN@UTAH.EDU) FOR PROCESSING**

<b>THIS SECTION FOR DEAN'S OFFICE USE:</b>	
Funding This Training/Course	
Notification Sent	