

2023-2024 Professional Development Award Application

The purpose of the Madison and Lila Self Graduate Fellowship (SGF) Professional Development Award is to encourage professional development opportunities and enhance student-to-career transitions of Self Graduate Fellows. The award supports fellow participation in national or international professional meetings of an academic or professional organization as a participant or as a presenter (paper, poster, other). Additionally, the award can support skill development through participation in seminars, workshops, short courses, and certificate programs. The opportunity must be sponsored by an established organization.

1. The total award amount of \$5,500 is available for the length of the four-year fellowship. To maximize the benefits of the support, fellows are encouraged to identify several professional development opportunities.
2. A complete application is required for award consideration and will be accepted on a rolling basis to allow for maximum professional development opportunities. Each application is reviewed and approved by the SGF staff. Retroactive funding will not be considered. The professional development opportunity cannot conflict with a mandatory Fellow Development Program event (Skill Session, Government & Science Policy Seminar, International Seminar, Symposium); funding will not be awarded if there is a conflict. Funding must be spent during the time that the fellow is an active participant in the Fellow Development Program.
3. The award application must be submitted **no later than eight weeks before** the date in which support is requested by email to sgf@ku.edu. Fellows will be notified within one week of SGF receiving the completed application and all relevant supporting documentation.
4. Travel expense estimates **must** be based on known expenses to be incurred during approved travel. Estimates for flights and lodging must be accompanied by bookings (fully paid or test bookings) showing total price. When driving your personal vehicle, a map showing the anticipated route taken to the activity and total mileage must be provided. On-site travel expenses can be educated estimates. Meal per diem will be awarded as a lump sum based on allowable KU maximums by city/region, and the final amount will be calculated by SGF staff. **Applications not including supporting documentation are considered incomplete and cannot be processed until said documentation is received and the award total is finalized with SGF staff.**
5. All approved expenses must be in accordance with KU Endowment and KU spending policies. **A Travel Authorization is required prior to travel.** Information on this authorization will be provided at the time your award is approved along with any additional next steps.
6. If the application is approved by SGF, upon the usage of the funds, the fellow should contact sgf@ku.edu with receipts for any funded travel within **one week** of usage.
7. Fellows who receive the SGF professional development award are expected to make a brief presentation on their professional development experience at a Self Graduate Fellowship luncheon and provide content for a social media highlight. Additional details for these items will come in the email notification of award approval. If a fellow utilizes this funding after March 1 of their final year, they are expected to present on the experience at a luncheon in the fall of the following year. This presentation will be scheduled in consultation with SGF.

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Name: _____ SGF cohort: _____

Department: _____

Title of Meeting/Activity: _____

Sponsoring Organization: _____

Meeting/Activity Location: _____

Meeting/Activity Date(s): _____

Personal Days (if applicable): _____

Type of involvement: Attendee Presentation/Poster Workshop/Short Course
 Other (describe) _____

(If applicable) Date of presentation: _____ Presentation title: _____

How will participation in this opportunity contribute to your professional development?

How will participation in this opportunity contribute to your academic goals and progress to degree?

Please provide an **itemized** list of your estimated expenditures that you will request for reimbursement:

Registration: \$ _____

Airfare: \$ _____

Lodging (your portion if sharing): \$ _____

Transportation: \$ _____

Private vehicle mileage (calculated at \$0.625 per mile): \$ _____

Parking: \$ _____

Tolls: \$ _____

Meals/per diem (<http://www.gsa.gov/portal/content/104877>): \$ _____

Course or workshop cost: \$ _____

Other: \$ _____

Total estimated cost: \$ _____

Total requested SGF Professional Development Award amount: \$ _____

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What supplemental materials will you be including? (* - required material)

Copy of the meeting/activity description*

Copy of the meeting/activity schedule*

Abstract of the presentation/poster, if applicable

Proof of presentation acceptance, if applicable

Itemized documentation for reimbursable expenses as available*

Other

Is this your final year as a Self Graduate Fellow?

Yes

No

If yes and applying for an experience after March 1, do you agree to present on the this experience at a luncheon (date to be determined by SGF staff) in the fall of next year?

Yes

No

N/A

Applicant Signature _____ Date _____

Faculty Mentor Name _____

Faculty Mentor Signature _____ Date _____

**Send this completed application and supplementary materials to sgf@ku.edu
no later than eight weeks before the date of support requested.**