

## New York State/Graduate Student Employees Union Professional Development Program Application



This application must be completed for consideration for the NYS/GSEU Professional Development Program (PDP) funds. A separate application must be completed for each project or activity. Prior to completing this application, review the NYS/GSEU Professional Development Program Guidelines and save the application to your files. After filling out the application form, print, sign and submit it, with all attachments, as directed at the bottom of this form. Be advised that an incomplete application will not be considered.

Mailing Address:       Street       Apartment/Unit is         City       State       Zip Code         Phone: Work:       Other:	Name:			<b>.</b>
Street       Apartment/Unit i         City       State       Zip Code         Phone: Work:       Other:	Last		First	MI
City       State       Zip Code         Phone: Work:       Other:	Mailing Address:			A
Phone: Work:       Other:         Work Address:		Street		Apartment/Unit #
Work Address:	City		State	Zip Code
Assistantship Type:       Teaching Assistant       Graduate Assistant       No. of Hours         rt B: Project / Activity Information         Date of proposed project/activity: from	Phone: Work:		Other:	
Academic Department/Program:         Assistantship Type:       Teaching Assistant       Graduate Assistant       No. of Hours         rt B: Project / Activity Information         Date of proposed project/activity: from	Work Address:			
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Date of proposed project/activity: from	Academic Department/Pro	ogram:		
month/day/year       month/day/year         Please check the appropriate category for the proposed job-related project or activity (not part of earning a degree) for which funds are being requested:         Research (basic, applied, historical)       Internship         Curriculum or instructional material development       Course work         Workshop or seminar attendance       Artistic or creative endeavor         Conference attendance (without a formal role)       Preparation of material for publication         Ornference participation:       Grant proposal development         Presiding       Other, specify:			_	
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<ul> <li>Research (basic, applied, historical)</li> <li>Curriculum or instructional material development</li> <li>Workshop or seminar attendance</li> <li>Conference attendance (without a formal role)</li> <li>Conference participation:</li> <li>Presiding</li> <li>Internship</li> <li>Course work</li> <li>Artistic or creative endeavor</li> <li>Preparation of material for publication</li> <li>Grant proposal development</li> <li>Other, specify:</li> </ul>	Assistantship Type: art B: Project / Activity Inform	Teaching Assistant	Graduate Assistant	No. of Hours
earning a degree) for which funds are being requested:         Research (basic, applied, historical)       Internship         Curriculum or instructional material development       Course work         Workshop or seminar attendance       Artistic or creative endeavor         Conference attendance (without a formal role)       Preparation of material for publication         Oracle Conference participation:       Grant proposal development         Presiding       Other, specify:	Assistantship Type: art B: Project / Activity Inform	Teaching Assistant	Graduate Assistant	No. of Hours
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A. Project/activity title (List the name of seminar, workshop, etc. if applicable):

B. Briefly describe the proposed project/activity and its job relatedness in 250 words or fewer.

## Part C: Budget Summary

Complete only those sections that are applicable to the proposed project or activity. Expenditures must be itemized and justified. A separate Budget Summary must be completed for each project or activity for which funding is being requested, not to exceed a total of \$1,000 per award period.

	Funding Sources	
Expenditures	PDP Funds	Other*
1. Travel and related expenses for each trip a. Lodging @/day x day(s) Date(s): Location:		
b. Meals @/day x day(s)		
Date(s): Location:		
c. Transportation Mode: Amount:		
Date(s): From: To:		
2. Tuition for specialized course work / internship not part of degree program (at SUNY maximum rate for level) No. of Credits: Institution:		
3. Registration fee for conference, seminar, or workshop attendance Specify:		· ·

Funding Sources		
PDP Funds	Other*	

\*Identify Other Sources:

\*\*Justification for each item under 4. Other Expenses:\_\_\_\_\_

By checking the box below and signing this application you acknowledge the following:

I have read the NYS/GSEU Professional Development Program Guidelines and understand that only documented expenditures pursuant to the NYS/GSEU Professional Development Program Guidelines, the New York State Comptroller's Rules and Regulations, and approval by the appropriate campus staff will be reimbursed. I also understand that I must have prior approval for any changes made to the project or activity and that the NYS/GSEU Professional Development Program must be acknowledged as a funding source.

Please list all attachments being submitted, as required by the NYS/GSEU Professional Development Program Guidelines.

1	3
2	4

A completed application and all required documents must be submitted to the campus professional development committee on or before May 3, 2023. For information regarding the campus professional development committee, please contact the local GSEU representative or the campus human resources office.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition). predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.