

## President's Commission on Gender Equity

### Professional Development Fund

The purpose of this fund is to support K-State full-time University Support Staff and Unclassified (non-faculty) Professionals in obtaining professional development by providing limited funding. It is recommended that employees eligible for this fund consider seminars, workshops, and conferences in Manhattan, the surrounding area or virtual attendance, since limited travel costs will be reimbursed.

To be eligible for funding, the employee must be a full-time K-State classified staff member or unclassified professional (non-faculty) who has been employed by the university in a full-time position for at least one full academic year (two consecutive semesters). Additionally, the employee's department/unit must be asked to contribute to funding the expenses to be incurred. Employees may apply for funding once per academic year with priority given to first-time applicants. Payment for up to 50% of expenses (\$500 maximum per academic year) may be awarded depending on the number of requests received.

A Professional Development Fund committee appointed by the chair of the President's Commission on Gender Equity (PCGE) will meet to review applications. The committee will submit a report to the PCGE at the end of each academic year detailing funds awarded.

The deadline for applications is March 29, 2024. The committee will send a letter to each applicant with the funding decision.

Procedure for Applying:

1. Submit a letter addressed to the Professional Development Committee using the following key points:
  - a. Outline of the professional development proposal
  - b. Explanation of the benefits of the conference/training to the employee and department/unit.
  - c. If you have previously received an award from the Professional Development Fund detail the benefit you and your department/unit received.
2. Complete the Application for Funding, ensuring your department head signs off approving your participation and indicates if there are department contribution funds available. Attach supporting documentation for all expenses.
3. Email application as a single PDF to Esther Swilley at ([esthers@ksu.edu](mailto:esthers@ksu.edu)). Submissions must be electronic – hard copies will not be accepted.

## USS and Unclassified Employee Professional Development Fund APPLICATION FOR FUNDING

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Position/ Job Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Conference/Training: \_\_\_\_\_ Destination: \_\_\_\_\_

Conference Training Date(s): Beginning \_\_\_\_\_ Ending \_\_\_\_\_

ESTIMATED COST FOR CONFERENCE/TRAINING	TOTALS
Registration Cost:	
Meals (Not included in Registration): <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Breakfast</span> <span>Lunch</span> <span>Dinner</span> </div>	
Lodging: <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Cost Per Night</span> <span>No. of Nights</span> </div>	
State or Private Vehicle Mileage Cost:	
Airfare:	
Miscellaneous:    Taxi                      Public Transportation                      Tolls                      Parking	
Other Miscellaneous Expenses (Explain):	
<b>Total Estimated Cost</b>	

Conference/Total Estimate Cost \$ \_\_\_\_\_ X 50% = \_\_\_\_\_  
Total Requested (Not to exceed \$500)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of Professional Development – To be completed by Department Head

\_\_\_\_\_ I approve the employee’s participation in this conference/training event.  
 \_\_\_\_\_ I certify the department will contribute a minimum of \$ \_\_\_\_\_ for this professional development.

\_\_\_\_\_  
 Department Head Signature Date

\_\_\_\_\_  
 Department Head Printed Name Email

Submit Application by March 29, 2024 to: Professional Development Fund Committee  
 Esther Swilley (esthers@ksu.edu)