



Application Date: _____

Applicant Information	
Applicant's Name	Job Title(s)
College/Dept/Office	Email
Telephone	Amount requested (not to exceed \$200)
Number of years at Ohio State	Other Funding Available (Yes/No/Don't Know) If yes, estimated amount \$ _____

Application Questions

Describe in detail how you intend to use this request, including a list of your anticipated expenses and any additional information we should know when considering your application.

Describe the benefit to you, your department and the College and The Ohio State University.

Supervisor's Approval _____

All nominations should be submitted to the Staff Advisory Council, Professional Development Committee, Sarah Hancock, 110J Animal Sciences, 2029 Fyffe Road, Columbus, OH 43210 or email to Hancock.124@osu.edu by March 31, 2017.

Funded entirely through donations from Staff like you! Give to the SAC Training Fund for a tax deductible donation. SAC Training Fund #312155; giveto.osu.edu

General Policies Governing the 2017 CFAES SAC Staff Professional Development Awards

Award recipients will be notified.

Description of Award: The CFAES SAC Staff Professional Development Award is funded through support from donations from current and former employees. It is offered to help supplement the costs associated with travel and fees for professional development opportunities for staff of the College of Food, Agricultural, and Environmental Sciences. This is a one-time reimbursement for expenses related to professional development activities, not to exceed \$200. Applicants have one year to use the award.

Eligibility for the Award:

1. Any regular staff member (includes Administrative and Professional and Classified Civil Service assignments) who has a personnel appointment with a CFAES department.
2. Applicants must be current full-time or part-time staff members of The Ohio State University at the time the payment will be processed.
3. No current member of the Awards Committee or the Staff Advisory Council shall be eligible to be a recipient.
4. Applications must be received before travel has occurred for the event.
5. Late or incomplete applications will not be considered.

Allowable Expenses:

1. **Travel** to and from the site.
2. **Registration** fees including meals included in the base registration fee.
3. **Lodging** for a single room rate is reimbursable.
4. **The maximum request per application is \$200**, even if the amount of the total allowable expenses exceeds this amount.

Non-Allowable Expenses:

1. **Food** will not be reimbursed.
2. **Alcohol** will not be reimbursed.
3. **Entertainment** expenses will not be reimbursed.

Award Details:

1. The committee will notify the recipient of the award.
2. Awards will not be given prior to the conference for which funding has been awarded, instead, award funds will be released upon receipt of appropriate post-conference materials. Applicants should receive a pre-trip T number from their home departments for the trip.
3. A signed copy of the Travel Reimbursement Form should be submitted after the trip has occurred. The chartfield information will be entered by the committee. All applicable receipts should be submitted along with the form.
4. If award is no longer needed or falls outside the fiscal year, please notify the committee.