

**APSCUF Professional Development Funds Award**  
**Guidelines for Submission**  
**Due: March 16, 2009**

Since Spring 2008, EUP APSCUF has provided two \$500 scholarships each semester to EUP APSCUF members for research or travel to present papers / workshops at scholarly conferences. Coaches and faculty, both teaching and non-teaching, from all disciplines are invited to submit proposals.

**Guidelines for Applications:**

- 1) Identify your name, title of your proposal, and your departmental affiliation.
- 2) Identify the date of the conference presentation or deadline for the completion of the project.
- 3) Describe your proposed activity, including its significance to your discipline and projected outcomes. You may also include a copy of the conference proposal as part of your supporting documents.
- 4) Describe how this proposed activity contributes to your own professional development.
- 5) A budget or summary of expected expenses must be included. Identify any other funding sources to which you have applied or have been approved for this proposed activity.
- 6) Include relevant supporting documents:
  - a. If your proposal relates to a conference presentation, include a copy of the acceptance letter to the conference and/or a copy of the program highlighting your name and title of your presentation.
  - b. If you have made arrangements to conduct research at another university/archives, etc, you must include a copy of the "invitation."
- 7) Proposal should be 3-4 pages, double-spaced, in length (not including any supporting documents).
- 8) Proposal must be submitted following the order outlined in 1) to 6), above.
- 9) Submit 5 copies of the proposal
- 10) Past recipients must wait a year before applying for another award.
- 11) Final Report: Following completion of the funded activity, a brief, one page report should be submitted to EUP APSCUF.

**Proposal Checklist:**

- Your name/departmental affiliation
- Title of the proposal/paper/workshop
- Date of the conference presentation or deadline for project completion
- Description of the proposed activity
- Contribution to your professional development
- Budget or expected expenses (NOTE: Receipts must be submitted to EUP APSCUF within two weeks of completion of the project.)
- Copy of relevant supporting documents, such as the acceptance letter/invitation and/or conference program.

**Submit 5 copies of the complete application by March 16, 2009, to:**

APSCUF  
109 Centennial Hall  
Edinboro University

**APSCUF Professional Development Funds Committee**

4 members: 1 from each school and 1 from nonteaching faculty/coaches