Guidelines for financial assistance for professional development activities:

ELIGIBILITY CRITERIA:
1. Must be a benefited employee and have successfully completed a six-month probationary period
2. Must have supervisor approval (faculty submit form to Director for Academic Affairs).
3. Must fit the mission of Dakota College at Bottineau and provide a direct benefit to the institution
4. Must pertain to area of employment
5. Must improve performance and/or knowledge base

GRANT SPECIFICATIONS:
1. Grant may be awarded to an employee at a maximum of $2000/fiscal year (July 1 – June 30)
2. Grant may be applied to tuition, fees, books, and required materials for courses
3. Grant may be applied to registration fees and travel expenses for workshops and conferences. Reimbursement specifications abide by the same reimbursement regulations set by the NDUS and DCB.
4. Grant shall not exceed actual expenses for any course or workshop/conference.
5. The employee must receive approval from the PD committee and the Campus Dean prior to registration for the professional development activity.
6. The employee must pay all costs upfront.

THE COMMITTEE WILL <u>NOT</u> APPROVE FUNDING FOR:
1. Computer hardware
2. Software
3. Equipment
4. Individual memberships to associations or organization

Application process:
6. The employee completes and submits an application to their supervisor (faculty submit form to Director for Academic Affairs).
1. The supervisor/director will review, sign, and submit the application to the Academic Affairs Administrative Assistant (admin asst).
2. The admin asst will bring applications to the monthly Professional Development (PD) meetings for review.
3. If approved, the PD committee chair and Campus Dean will sign the application and return it to the admin asst.
4. The admin asst notifies the employee and supervisor/director of approval or non-approval.
5. If approved and successfully completed, the admin asst sends instructions to the employee to submit the final report and reimbursement request. A final report must be submitted to the admin asst, along with proof of completion and copy of all receipts. If not approved, the employee is responsible for all costs associated with the activity.

Please limit proposal length to no more than three (3) pages.
All funded proposals will require a final report including evaluation process and outcomes.

Date:

Name of employee requesting funds:

Department or program area:

Amount of request: $ _____   Professional development period: ___/___/___ to ___/___/___

Authorizing signature to submit application:

_____   _____
Supervisor/Director for Academic Affairs   Date

An answer for all questions is required. Failure to answer all questions will result in a returned application to the employee. Once the application is fixed, it can be re-submitted for review.

1. Title of activity or reason for request:

2. Description of activity:

3. Description of need:

4. Project goals, including links to the college's strategic goals:

5. Evaluation (anticipated outcomes and how success will be measured).

6. Is this a collaborative effort? If so, please explain and identify all participants.

7. Estimated project budget. Include an itemized, estimated budget and identify any funds sought/secured from other funding sources.

8. Explain why this request is not being funded through the department's operating budget.

9. If this is an ongoing project, what will be the source of future funding?

10. Have you received funding from the Professional Development fund in the past two years for this or any other project? If so, please explain.

Committee recommendation: ☐ approve   ☐ do not approve

_____   _____
Professional Development Committee Chair   Date

Final decision: ☐ approve   ☐ do not approve

_____   _____
Campus Dean   Date

DAKOTA COLLEGE AT BOTTINEAU

Date:

Name of employee:

Professional development request:

Amount of grant: $ Grant period: ___/___/___ to ___/___/___

Approvals:

_____   _____
Professional Development Committee Chair   Date

---

1. Provide a brief description of the professional development activity.
2. Provide a brief description of how this activity benefitted Dakota College at Bottineau.
3. Submit satisfactory proof of completion, i.e., grade report, certificate, etc.
4. Include a conference itinerary (if applicable) and all receipts associated with the activity.

Note: Upon successful completion of the course, workshop or conference, and approval of the final report, the employee will be able to submit paperwork for reimbursement of approved expenses. The final report must be submitted within two weeks of the professional development activity.