



American University

Doctoral Graduate Student Employee Professional Development Fund

American University has established a Professional Development Fund for graduate student employees pursuing doctoral degrees to provide support for professional development opportunities related to the student's program of study. A doctoral graduate student employee may apply for matching funds of up to \$750, to match funds provided by the student's teaching unit or academic unit. If the application is approved, the student employee may be reimbursed for verified expenditures related to the approved professional development opportunity.

Instructions

This application form should be completed and submitted to your department chair, program director, or teaching unit administrator, along with documentation confirming the amount of funding provided by your teaching unit or academic unit. If your application is approved, you will be required to submit to your teaching unit receipts for expenditures in order to be reimbursed.

Your Name: AU ID Number:

Teaching Unit: AU Email:

Amount of Funds Provided by Teaching or Academic Unit:

Please describe the professional development opportunity for which you are seeking support and its estimated total cost:

Amount of support you are requesting:

Prohibited Uses of Funds

The University prohibits the use of faculty development funds for gifts, donations, entertainment, alcohol consumption, membership dues, subscriptions, and any costs unrelated to professional activities. Funds cannot be used to enhance salaries or stipends.

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|-----------------------------------|---------|------------|--------|
| Office Use Only | | | |
| Teaching or academic unit review: | approve | disapprove | |
| _____ | | _____ | |
| (name) | | (date) | |
| Provost office review: | approve | disapprove | |
| | | | _____ |
| | | | (date) |