**UW College of Letters and Science**

 **Professional Development Program for University Staff**

**Proposal Cover Page**

Please refer to the “Grant Submission Procedures” before completing this page.

**Submit the application packet all in one pdf document to Lori DeMeuse at lori.demeuse@wisc.edu by Thursday, October 31, 2019. For assistance with the electronic submission, please contact Lori DeMeuse at** **lori.demeuse@wisc.ed****.**

1. Applicant Information

|  |  |
| --- | --- |
| Name:  | Title:  |
| Department: |
| Campus Phone:  | Email:  |

2. Activity Information

|  |
| --- |
| Title of Activity:  |
| Beginning Date:  | Ending Date:  |
| Brief abstract (50 words or less):  |

3. Explain reason you are interested in attending this training and how you expect to benefit from it.

4. Total Cost of Activity (from Budget Worksheet): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. The UDDS (101 accounts only) to which grant funds should be transferred: 101 A -- \_\_ \_\_ -- \_\_ \_\_ \_\_ \_\_

6. Checklist (Please check off each item. Proposals with missing materials will not be considered.)

Proposal Cover Page

Proposal (one page or less)

Budget Worksheet and supporting documentation

Documented information on the activity (brochure, web page, etc.)

7. Supervisor Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (signature)

If proposal is not approved, the supervisor should attach justification for refusal to Proposal Cover Page and return to applicant.

For proposals that are not approved by the supervisor: Applicant may still submit proposal to selection committee for full consideration. Please include with application materials the supervisor’s justification for refusal and applicant’s own justification for consideration.

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L&S Dean’s Office approval Date Approved Amount