



University of Washington

## Professional Staff Organization

# Professional Development Scholarship Guidelines

*Promoting professional and career-related development  
for University of Washington Professional Staff*

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### GUIDELINES

1. PSO Scholarships provide funds for expenses related to professional development classes, conferences, meetings, and workshops offered by UW Professional and Organizational Development (POD) or other organizations, on- or off-campus. Funds may be used for registration, travel, books, materials, etc.
2. The maximum award amount is \$350 per person. Funding may be provided for full or partial expenses. Funds will be distributed within one month after receiving 1) payment receipts and 2) proof of attendance at/completion of the development opportunity.
3. Applications will be accepted at any time, but will be reviewed after the subsequent quarterly deadline. Late or incomplete applications will not be considered. Quarterly due dates are as follows:

Autumn:	September 1
Winter:	December 1
Spring:	March 1
Summer:	June 1

*(If a due date falls on a Saturday or Sunday, applications will be accepted through the following Monday.)*

### ELIGIBILITY

1. Applicants must be full- or part-time, permanent, professional UW staff, employed at any campus for a minimum of six months prior to the application deadline.
2. Applications must be submitted for future training opportunities; funding will not be provided to reimburse prior professional development activities.
3. Professional staff are eligible to receive one scholarship per year, based on the four-quarter application cycle. Applications will not be considered if the applicant has received a scholarship in the previous three quarters.
4. Financial need will be taken into consideration. Our intent is to assist professional staff with their individual out-of-pocket expenses, not supplant grant, contract or state funding.

### SELECTION CRITERIA

1. Applications will be rated on the responses to each of the three application questions: description of the event/activity, goal for the activity, and how the activity relates to the applicant's professional development.
2. Out of pocket expenses will be taken into consideration.
3. Scholarships will be awarded based on the ratings of the application questions, financial need, and the total amount requested by all applicants for any particular quarter.

### APPLICATION CHECKLIST

- Complete the Application Form; be sure to include the following:
  - Itemized expenses, percentage or amount covered by the UW, and total expense amount
  - Responses to the application questions
  - Applicant signature
- Include a copy of the class/conference/development opportunity brochure with your application form.
- Email** the above documents to the PSO Scholarship Co-Chair: Samantha Levine, [sjlevine@uw.edu](mailto:sjlevine@uw.edu) (preferred), or campus-mail the original to Samantha Levine, Box 358045.

Revised June 2011



University of Washington  
**Professional Staff Organization**  
**Professional Development Scholarship**  
**Application Form**



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Unit/Dept: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of time in current position: \_\_\_\_\_ Length of time at the UW: \_\_\_\_\_

Date(s) of class/conference: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ (*\$350 maximum per person per year, based on the four-quarter application cycle.*)

**Expenses**

Itemize the expenses for this development opportunity below. Indicate exactly how much of these expenses, if any, will be covered or reimbursed by the UW and/or your work organization, regardless of whether a scholarship is awarded.

Amount	Description	Amount or % Covered by UW
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_ **Total Expenses**

**Applicant Questions**

Please address the following questions individually on a separate page (350 word max.):

- 1) **What is the professional development activity that you wish to participate in?** Please provide a clear description in your own words. Additional brochures or course listings may be attached.
- 2) **What are your goals for this activity and how will you reach them?** Please outline your plan for participation and your expected outcomes.
- 3) **How will this activity relate to your personal professional development?** Please explain how you and/or your professional career will benefit from this activity. The committee is looking to support applicants whose proposed activity will have a significant benefit to the professional staff member as an individual. (*PSO scholarships are not intended to supplant department funding or support activities that primarily benefit UW department programs.*)

**Signatures**

Applicant Signature: \_\_\_\_\_