



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 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. Quarterly due dates are as follows:

Autumn:	September 1
Winter:	December 20
Spring:	March 15
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.

### 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
  - Applicant's supervisor's signature
- Include a copy of the class/conference/development opportunity brochure with your application form.
- Mail the original and four copies** of the above documents to: PSO Professional Development Committee, c/o Anne Doherty Renz, Box 354809.



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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	<b>Total Expenses</b>	_____

**Applicant Questions**

Submit a separate page (350 words maximum), answering the following:

1. Describe the event/activity.
2. What are your goals for this activity? In other words, what do you hope to get out of it?
3. Explain how this activity contributes to your professional development.

**Signatures**

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

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_  
 (Print)

The PSO is interested in support provided to UW professional staff for professional development opportunities. If the applicant **is not** receiving financial support from the UW for this class/conference, please indicate the reason why:

\_\_\_\_\_ Training not related to applicant's current position      \_\_\_\_\_ Unit/Dept does not fund training of this kind  
 \_\_\_\_\_ Funds are not available      \_\_\_\_\_ Other (Please explain): \_\_\_\_\_