

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT **FUNDING REQUEST APPLICATION INFORMATION**

ALL APPLICATIONS MUST BE PROCESSED ELECTRONICALLY!

If you have a paper application, scan and send to:

aaprofessionaldevelopment@qcc.mass.edu

1. SUBMIT APPLICATIONS 30 DAYS PRIOR TO EVENT/TRAVEL/COURSE

- Applications will be presented for consideration at the next scheduled Academic Affairs Professional Development Committee meeting which meets on the third Tuesday of each month.
- Applications received less than 30 days prior to event/travel or the start date of a course, may not be considered for approval.

2. YOU ARE REQUIRED TO PAY ALL EXPENSES UP FRONT. Academic Affairs Professional Development funds are REIMBURSEMENT ONLY.

3. APPLICATIONS ARE FILLABLE FORMS

- Click on the application, download and save it to your computer. Then open it on your computer and enter the information.
- Hand-written applications are not acceptable.
- Obtain required supervisor signatures.
- Procedures and eligibility requirements are included in each application.

4. PRIOR APPROVAL IS REQUIRED. All applications must be submitted and approved prior to activity. Academic Affairs Professional Development will not reimburse retroactively.

5. ATTACH DOCUMENTATION for your funding request

- conference/project information, brochures, websites, etc.
- travel arrangement confirmations (registration, hotel, airfare, etc.)
- googlemaps for mileage showing start and destination points
- course description and cost

Academic Affairs Professional Development Department Grant Funding Request Procedures

STEP 1

Complete Part I

- Thirty days prior to event/travel, complete the Application for Department Grant Funding Part I. All requests must be typed. This is a typeable form
- Include documentation for event/travel.
- Sign & date
- Retrieve required signatures
- Send to:
aaprofes-
sionaldevelopment
@qcc.mass.edu

This is NOT a required step for Faculty & Staff



- * AA Professional Development Committee meets to review request on the third Tuesday of the month
- * Approval of all Department Grant funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decision
- * Only approved funding is reimbursed.

STEP 2

Complete a Travel Purchase Order Request (TPOR) ([Link to TPOR](#))

- Once the Application for Department Grant Funding has been approved, complete an online Travel Purchase Order Request available on the Intranet by accessing "Frequently Used Forms" (Funding code 10, cost center 4300)

STEP 3

Complete Part II: reimbursement

- Within 30 days after the event/travel has occurred
- Complete AA Professional Development Department Grant Reimbursement Request, Part II
- Sign & date
- See list of required documentation
- Include approved QCC Travel PO
- Submit to AAPD:
aaprofesionaldevel-
opment
@qcc.mass.edu

STEP 4

Complete a one-page summary:

- Complete a one-page summary of the event/travel that describes how this experience will enhance student success and how it will be shared with other members of the college community

STEP 5

Complete one of the following:

- Article/report for the QCC Wyvern Guardian newsletter
- Presentation to the College community
- Presentation to Department of School/Area

**ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
 DEPARTMENT GRANT FUNDING GUIDELINES**

Purposes	Eligibility Requirements Available Funding	Procedure	Application Notes	Contact Person	Additional Requirements
<p>To support professional development activities that enhance the efforts and growth of a group as a whole; departmental activities include (but are not limited to) the following:</p> <ul style="list-style-type: none"> * Site visits * Off-campus retreats * Speakers or special presenters * Curriculum consultants 	<p>Full-time Faculty & Staff</p> <ul style="list-style-type: none"> • Maximum of \$500 for individual departments, offices or areas <p>Part-time Faculty</p> <ul style="list-style-type: none"> • Maximum of \$250 per department per fiscal year when seniority is attained • Maximum of \$500 per department per fiscal year after five years of seniority <p>Part-time Staff</p> <ul style="list-style-type: none"> • Maximum of \$250 per department per fiscal year after two consecutive years of employment • Maximum of \$500 per department per fiscal year after five consecutive years of employment 	<p>1. Thirty days prior to event, complete the Application for Department Grant Funding, Part I. All funding requests must be typed. This is a typable form.</p> <ul style="list-style-type: none"> - Sign & date - Retrieve required signatures - Send to Academic Affairs Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu <p>2. Academic Affairs Professional Development Committee meets to review applications. Approval of all Department Grant funding requests is at the discretion of the Committee. Applicants will be notified in writing of the Committee's decisions. Only approved funding is reimbursed.</p> <p>3. Once the Application for Funding has been approved, complete an online Travel Purchase Order Request (funding code 10, cost center 4300).</p> <p>4. After Event has occurred: To receive reimbursement, within 30 days of event/travel, submit the following:</p> <ol style="list-style-type: none"> 1. Staff Development Department Grant Reimbursement Request, Part II 2. Sign & date. 3. See list of required documentation 4. An approved QCC Travel Purchase Order 5. Send to Academic Affairs Professional Development Office: aaprofessionaldevelopment@qcc.mass.edu 	<p>Applications for Department Grant Funding will be considered on a first-come, first-served basis, and on merit and relevancy to the institutional goals and priorities (Strategic Plan), the mission of the College, and remaining available funds.</p> <p>If a staff/faculty member is no longer employed by the College, reimbursement will not occur.</p> <p>Please note: If the approved funds are not utilized and the staff/faculty member has not notified Staff Development, the member will not be eligible for funds in that amount for that two fiscal year period in which funds were approved but not used.</p>	<p>Coordinator of Academic Affairs Professional Development</p> <p>aaprofessionaldevelopment@qcc.mass.edu</p>	<p>4. Complete a one-page summary: Complete a one-page summary that describes how this experience will enhance student success and how it will be shared with other members of the college community</p> <p>5. Complete one of the following:</p> <ul style="list-style-type: none"> *Article/report for the QCC Wyvern Guardian newsletter * Presentation to the College community * Presentation to Department or School/Area



**ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT
APPLICATION FOR DEPARTMENT GRANT FUNDING - PART 1**

- 1.) Submit completed application to Academic Affairs Professional Development 30 days prior beginning project.
- 2.) Applications must be typed. This is a fillable form. Hand-written applications are not accepted.

Applicant Name:		
Date:		
Home Address:		
City:	State:	Zip:
Full-time	Part-time	
Faculty (years of seniority):	Staff (years of service):	

QCC Information:
QCC Phone:
QCC Email:
QCC Mailbox #:
Department:
School/Area:
Job Title:

Conference, Event, Speaker, etc. Information:
Name of Event:
Location of Event: City & State:
Event date(s):

Submit information regarding your funding request:

- 1.) Describe the purpose of your funding request:

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT APPLICATION FOR DEPARTMENT GRANT FUNDING - PART 1 (cont.)

Applicant Name:

2.) Priority is given to funding requests that are consistent with the institutional goals and priorities (Strategic Planning). Describe how your event will improve your job performance relative to these goals and list specific skills/knowledge you expect to acquire through this experience:

3.) Describe how you will share this information. In addition to successful completion of the project. Indicate your intent to complete at least one of the following:

- Article/report for the QCC newsletter the Wyvern Guardian
- Presentation to the College community

ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT APPLICATION FOR DEPARTMENT GRANT FUNDING, PART I (cont.)

4.) Indicate total amount requested from AAPD (eligibility requirements are on Page 2). \$ _____

5.) Indicate total estimated travel expenses. **Original receipts and documentation will be required upon completion of travel:**

Expense (specify):	\$
Total estimated conference/travel-related expenses:	\$
Indicate other funding source, if applicable (cost center # _____)	\$

6.) Attach additional relevant information: **conference information/brochure, vendor/travel arrangement confirmations, travel itinerary, etc.**

7.) Requesting to be absent from classes/work, if applicable (dates): _____

8.) Coverage arrangements for classes/work, if applicable (specify): _____

9.) **Obtain all required signatures** and return the signed/completed application to Staff Development.

Applicant name (print): _____

Applicant signature: _____ Date: _____

Approved Not Approved Department Coordinator _____ Date: _____

Department Coordinator name (print): _____

Approved Not Approved Supervisor/Dean: _____ Date: _____

Supervisor/Dean name (print): _____

Approved Not Approved Area Vice President: _____ Date: _____

FOR ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT USE:

AAPD Coordinator: _____ Date: _____

Approved Not Approved Approved Reimbursement Amount: \$ _____

Cost Center # _____ Line(s) _____ Funding Cycle: _____

Travel Purchase Order Request # _____ Date TPOR Received: _____



ACADEMIC AFFAIRS PROFESSIONAL DEVELOPMENT DEPARTMENT GRANT REIMBURSEMENT REQUEST, PART II

Within 30 days after event/travel, submit to AAPD:

After Event/Travel

1. This signed and completed form (Part II)
2. An approved QCC **Purchase Order**
3. **Receipts/documentation are required AND** credit card/bank statements.
4. **A one- page summary** of the event/travel describing how this experience will enhance student success and how this information will be shared with other members of the college community.

➔ **Incomplete reimbursement requests may delay payment.**

Please check box if pre-paid by QCC

Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Expense (specify):	\$	<input type="checkbox"/>
Total project-related expenses:	\$	<input type="checkbox"/>

Applicant Name (print/type): _____

Applicant Signature: _____ Date: _____
(Print hard copy and sign)

Other funding sources for expenses, if applicable (cost center #: _____) reimbursed to applicant: \$ _____

000College Credit Card used for expenses. If (✓) indicate cost center # used: _____

Other Cost Center funding approval signature: _____ Date: _____

Total AAPD funding expenses (Cost Center # 4300) reimbursed to applicant: \$ _____

AAPD approval signature: _____ Date: _____

All recipients of AAPD funds (at or exceeding \$150.00): Required to share the information gained through their activity by completing at least one of the following.

- Article/report for the *Wyvern Guardian QCC Newsletter*
- Presentation to the College community
- Presentation to Department or School/Area