

Office of the Dean  
WellStar College of Health & Human Services

**FY18 Request for Funding: Staff Professional Development**

**Project ID: FY18-**

Staff members can apply for professional development funds from the Dean’s office for completing professional development activities that will enhance their current position. *NOTE: if you received FY17 professional development funding but have NOT submitted a final report, you will not be eligible for FY18 funding until your FY17 report is received by Beverly Maddox.*

**Section 1: STAFF INFORMATION**

Name:	Home Department:
Dept. Chair:	Admin. Assoc. for Project:
Professional Development Activity:	
Project Start Date:	Project End Date (no later than 05/30/18):

**Section 2: RESEARCH PROPOSAL DETAILS**

a) What is the professional development activity and how does it relate to the WCHHS strategic goals, if at all?

b) How does it build on your current position?

c) How will this activity prepare you for future positions?

**Section 3: TRAVEL EXPENSES**

- Travel funds will not be awarded for any travel that takes place after June 15<sup>th</sup> of the fiscal year – no exceptions.
- The Dept. Chair/Director and another Admin. Assoc. within the department must be notified of the staff member’s intent to travel before submitting a travel request in Concur.
- Be sure to follow all SOA, BOR, and KSU travel policies and procedures prior to booking any travel. Please visit our Financial Resources webpage for more information: <http://wellstarcollege.kennesaw.edu/about/financial-resources.php>
- **Any expenses exceeding the approved amount will be charged to the home department budget.**
- Staff travel expenses can be requested but are not guaranteed.

TRAVEL EXPENSE:	ESTIMATED COST:	COMMENTS:
Airfare + Baggage Fees	\$	
Lodging	\$	
Ground Transportation	\$	
Parking	\$	
Mileage	\$	
Meals	\$	
Registration Fee (727110)	\$	
<b>TOTAL</b>	<b>\$</b>	

**Section 3: OPERATING EXPENSES**

- Be sure to follow DOAS/BOR/KSU policies and procedures regarding the use of state funds for purchases.
- Prior approval from the appropriate University department(s) is required BEFORE PROJECT FORM SUBMITTAL (i.e. incentives for participants, technology & software, etc.). Please visit our WellStar Financial Resources webpage for more information: <http://wellstarcollege.kennesaw.edu/about/financial-resources.php>
- An Admin. Associate for your home dept. must be notified prior to all purchases being made so they can assist with securing any necessary approvals as well as monitor the spending and availability of funds. Any employee participating in a professional development activity cannot be their own purchaser or approver.
- **Expenses exceeding the approved funds will be charged to the home department budget.**

OPERATING EXPENSE – enter below	ESTIMATED COST:	DETAILS OF PURCHASE:
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	<b>\$</b>	

**Section 6: Memorandum of Understanding**

- Funds are available for the current fiscal year only.
- Expenses should be submitted in a timely fashion (**all expenses by May 30<sup>th</sup>** or as they are incurred).
- University year-end deadlines will ALWAYS apply.
- All expenses are subject to compliance with all purchasing policies and procedures of Kennesaw State University, the Board of Regents of the University System of Georgia, the Dept. of Administrative Services (DOAS), and State Accounting Office (SAO).
- **Any overages for submitted expenses will be charged to the Staff member’s home department.**
- Once the funding is awarded from the Dean’s office, a final report on the activity will be due to the Dean’s office by June 30, 2018. Completion of the report is MANDATORY.
- An additional Admin. Associate within the home department will be assigned to the staff member and shall be notified in a timely manner of all potential purchases and other items in relation to this activity. **Any employee participating in a professional development activity cannot be their own purchaser or approver** (*the only exception is when paying for travel expenses out-of-pocket*).
- The Business Manager should be notified in writing of any changes in the budget items submitted.

**This MOU shall become effective upon signature by all parties listed below:**

Staff Name:	Signature:	Date:
Admin. Assoc. Name:	Signature:	Date:

<b>APPROVAL SIGNATURES (each signature below indicates endorsement of proposal/research)</b>		
Dept. Chair:	Signature:	Date:
WCHHS Dean: Dr. Mark Tillman	Signature:	Date:
Business Manager: Sandy Parr	Signature:	Date: