



Professional Development & Research
Marriott Staff Proposal Submission Form

Name	
Department	
Amount requested	
Project title	
Project location	
Project start & end date	

Description of project:

(attach supporting documents, i.e. conference/workshop agendas, registration application, etc.)

Justification:

(i.e why should you participate in requested activity and how will it benefit your department and DCHP?)

Is other documentation attached? Yes No

YOUR APPLICATION WILL **NOT** BE ACCEPTED WITHOUT SUPPORTING DOCUMENTATION.

Other participant's name(s):

Have you previously received a Marriott Staff Development Grant? Yes No

If yes, what was the project, when were you funded and for how much?

Submitter initials

I understand that Staff Development funds awarded for this project are to be used only for this project. If the project is not completed during the dates indicated above, the funds will be returned to Staff Development.

Budget Information

Project title	
Registration Fee	\$

Travel

Destination (exact destination)	
Dates of travel (mm/dd/yy) (specify travel dates & activity dates)	
Airfare	\$
Mileage	\$
Per diem	\$
Lodging	\$
Misc.	\$

Equipment or Supplies

Description	
Cost	\$

Totals & Other Funds

Total funds needed from all sources (budget info + travel + equipment/supplies)	\$	
Funding support from other sources		
Department (if \$0, briefly note why)	\$	Note:
Self	\$	
Other (please explain)	\$	
Total REQUEST OF MARRIOTT FUNDS (total funds minus total funding support)		

Please forward this proposal to your Department Chair.

The Department Chair will then electronically forward this proposal to the chair of the Staff Development Committee, with a comment of acceptance.