

Before Getting Started:

- Have you registered for and/or attended the Applying For and Using a Staff Development Grant class (Course #135-01 in Training Tracker)?
- Have you read the application requirements for a Staff Development Grant?
- If more than one person from a department is applying for the same project: are the applications being submitted specific to each individual?
- Are you an executive requesting funding for your employees?
If so, you are eligible for a grant.
- Is your grant travel going to be completed within 6 months from the quarterly application deadline?
- Are you familiar with the University Travel Policy?

Grant Review Checklist:

- Does your application contain specific dates?
(Date of travel must be within 6 months of application deadline date.)
- Have you included the destination?
- Have you included backup documentation for all funding requests?
- Do you have copies of handouts/brochures or web pages supporting your request?
- Does your application have the **THREE** required signatures?
- Do you have a letter(s) of support from your supervisor(s) for your grant request?
- If you do not have additional funding sources, have you explained the lack of funding?
- Does the Budget Worksheet have a detailed budget?
- Is the Budget Worksheet completely filled out?
- Have you double checked your budget numbers for accuracy?
- Have you checked the pricing with University travel contract vendors?
- Do you have 2 complete copies of your application package?