

Undergraduate Student Professional Development Fund (USPDF) Application

The USPDF is established to support undergraduate students in their *Professional Development* supplementary. Funds are allocated to students who will participate in an event or activity that would enhance their professional development as engineers, technologists, or computer scientists. These events include, but are not limited to, programs or projects led by students, and participation in national or regional conferences or competitions.

Undergraduate student supplemental professional development funds are administered through the Dean's Office in the College of Engineering. They will be distributed using the following criteria, constraints, and application process indicated below. These funds are supported through the College of Engineering Fees.

Submission Deadlines: October 7, 2016; November 15, 2016; February 1, 2017; April 10, 2017

Policy

Eligibility criteria and procedures for application and administration of the College of Engineering undergraduate student professional development funds are subject to the following constraints:

Who can apply?

- The undergraduate student must be in good standing at UNT.
- Only undergraduate students enrolled in the College of Engineering may receive funding.
- Applications must be submitted to the Office of the Associate Dean of Undergraduate Studies by:
 - a student or a student organization/group of students. A student organization/group is responsible for selecting the individuals considering funding.
 - Applications must be submitted **before** the professional development event or activity start date.

How can funds be used?

- The funds may be used only for professional development activities where the student will meet, network, be part of a project, or participate in a competition with other students or with professionals in the area of interest of the student, or the organization/group to which the student is affiliated.

Factors that contribute to the approval of the application:

- All eligible engineering students may apply to request support from this fund. Preference will be given to students who are participating in professional development events for the first time, or who have not previously received this type of support from the College. Group applications should clearly communicate how the participants were selected and how each will gain in professional development.

How will funds be disbursed?

- Students/student groups must submit a 300 word report describing how the event helped develop the student professionally and at least one picture of the event after returning from the event. Where the application is from a student group, one report may be submitted with a clear demarcation of how each supported student engaged in professional development. The report should be submitted to the Associate Dean for Undergraduate Studies before any request for reimbursement is filed.
- **The amount approved will be provided only on completion of the event.** Receipts for all transactions must be provided and any excess between the amount approved and the amount expended will return to the professional development award account for use by other undergraduate students. All university/state restrictions on travel apply.

Clarifications:

- There is no entitlement to a minimum annual amount of professional development funding for any undergraduate student.
- This supplemental funding may not be used to cover expenses that are already being reimbursed by another agency or funding source(s).
- Applications will be evaluated using the following criteria (other aspects may also be considered):
 - Number of applicants and available budget
 - Professional development effectiveness of the event that will be attended
 - Specificity of itemized budget
 - Professional development objectives of the student(s): Presenting/Serving National Organization/Benefitting Unt Section/Benefitting their Professional Growth?

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Period of Event that you will attend: ___/___/___ to ___/___/___

Type of Event (conference/competition/development/other-describe) _____

Please attach a copy of the event/conference announcements

Participant(s)

Student Name(s)	Student ID	Department	Amount requested	Is this your first professional development experience?

Provide an itemized budget representing your anticipated expenses.

Item of Purchase	Price
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
Total	\$ _____.

List any and all additional funding you have applied for and the amount requested/received

Funding Type	Amount Requested	Received
1.) _____	\$ _____.	\$ _____.
2.) _____	\$ _____.	\$ _____.
3.) _____	\$ _____.	\$ _____.

Describe the professional development that you expect to get from this event. (Groups can have a summary professional development statement provided below and an individual statement for each person in the group indicating personal professional development expected on separate sheets)

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Are you submitting your application as

- a UNT student organization
- a group of students
- an individual student

If a student organization or a group then please also include the Organization/Group President or supervising Faculty signature below:

Name and Signature of Student Organization President /
Supervising Faculty:

X _____

Name of Student:

X _____

Signature of Student:

X _____

Date: ___ / ___ / ___

**Do NOT Write Below This Line
For Administrative Use Only**

Approved:

Associate Dean: _____

Date: ___ / ___ / ___

Denied:

Reason(s): _____
