

Student Professional Development & Technical Funds Application

Graduate students in good standing are eligible to apply for departmental professional development funds up to \$500 and technical funds up to \$300 until all funds are depleted to support this initiative.

Please note the following: 1) Funds are limited, so disbursement will be on a first come, first eligible basis. 2) Approved funds must be used within 30 days of approval date or approved use of funds will be canceled.

Date: _____

Student Name: _____ Email: _____

Faculty Advisor: _____

Request for: ____ Professional Development Funds ____ Technical Funds*

Total amount of request: \$ _____

Date(s) funds will be used: _____

Describe what these funds will be used for:

Requestor's signature

Date

This form must be submitted for approval to the Business Manager prior to incurring any expenses and is not approved until requestor receives signed form back.

Approval signature

Date

*Per the below UIC policy, please know that any equipment you receive partial or full reimbursement for belongs to the university. You may keep it in your possession, but be aware the university has the right to claim it at any time. Section 12.2.2 of the Business and Financial Policies and Procedures, it is not allowable to give away equipment which was purchased with U of I System funding to an individual as a prize or award. Also, under the Illinois State Property Control Act (30 ILCS 605), all University of Illinois System property (regardless of funding source) is considered state-owned and is subject to the regulations of the Department of Central Management Services.