



PROFESSIONAL DEVELOPMENT FUND APPLICATION

Applicant Name(s) _____ Department _____

Primary Contact Email _____ Phone _____

Name of Proposed Event _____

Please use additional space as necessary.

1. What categories best describe your project? Check all that apply:

Speaker Training Workshop

Technology Audio Conference Webinar

2. Provide a detailed summary of what you intend to do. Include when and where the event will take place.

3. What UH Hilo Strategic Plan goal does your proposed event address? Explain in detail how your event addresses that goal.

4. Who is your target audience and what is your anticipated attendance? What do you expect participants to gain from this event?



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Professional Development Fund Application Agreement

- A signature from the awardee’s direct supervisor is required.
- If the awardee’s direct supervisor does not have approving authority, a signature from a Division Chair, Director, Dean, or Vice Chancellor from a unit willing to assume responsibility for fiscal administration of the award is required.
- Awardee is responsible for finding a unit that will be responsible for the fiscal administration of the award. Fiscal administration of the award includes identifying a support staff person trained in Kualii who will be responsible for all fiscal processing. It is the responsibility of the awardee and identified unit to work directly with the Business Office to ensure compliance with all University fiscal policies and procedures.
- All grant activity must be completed by the end date indicated on this application and a final report must be submitted within 30 days of the completion of the program or event. This report must include a copy of all invoices and/or receipts.
- All funded proposals will be posted on the Chancellor’s Professional Development website and any other internal media venues as deemed appropriate by the committee.
- By signing below, I acknowledge that the Chancellor’s Professional Development Committee shall in no way be held liable for any claims, damages, causes of action, or suits resulting from any activities of the awardee or its contractors. The awardee shall indemnify, defend, and save harmless the University of Hawaii at Hilo, the Chancellor’s Professional Development Committee, and their officers, agents, and employees from any liability, actions, claims, suits, damages, or costs arising out of or resulting from the acts or omissions of the awardee, its officers, employees, agents, or sub-contractors occurring during, or in connection with, activities that may be funded, in whole or in part, from Professional Development funds provided to the awardee under this agreement.

Print Applicant Name & Department

Signature

Date

Print Direct Supervisor Name

Signature

Date

By signing below, I acknowledge that my unit has a Kualii-trained support staff person who will be assigned to assist with processing of all fiscal related activity for this award.

Print Division Chair, Director, Dean, VC

Signature

Date