

**New York State and Communications Workers of America,
Local 1104/ Graduate Student Employees Union
Professional Development Program Application**

This application must be completed for consideration for the NYS/GSEU Professional Development Program (PDP) funds. A separate application must be completed for each project or activity. Prior to completing this application, review the NYS/GSEU Professional Development Program Guidelines and save the application to your files. After filling out the application form, print, sign and submit it, with all attachments, as directed at the bottom of this form. Please be advised that an incomplete or illegible application will not be considered.

Award Period: from _____ to _____

Part A: Applicant Information

- 1. **Name:** Last _____ First _____ MI _____
- 2. **Mailing Address:** _____
Street _____ Apartment/Unit # _____
City _____ State _____ Zip Code _____
- 3. **Phone:** Work: _____ Other: _____
- 4. **Work Address:** _____
- 5. **Email:** _____ **Academic Department/Program:** _____
- 6. **Assistantship Type:** Teaching Assistant Graduate Assistant No. of Hours _____

Part B: Project / Activity Information

- 1. **Date of proposed project/activity:** from _____ to _____
month/day/year month/day/year
- 2. **Please check the appropriate category for the proposed job-related project or activity (not part of earning a degree) for which funds are being requested:**
 - Research (basic, applied, historical)
 - Curriculum or instructional material development
 - Workshop or seminar attendance
 - Conference attendance (without a formal role)
 - Conference participation:
 - Presiding
 - Presenting
 - Another formal role, specify: _____
 - Internship
 - Course work
 - Artistic or creative endeavor
 - Preparation of material for publication
 - Grant proposal development
 - Other, specify: _____

3. Project/activity title (List the name of seminar, workshop, etc. if applicable):

4. Briefly describe the proposed project/activity and its job relatedness in 250 words or fewer.

Part C: Budget Summary

Complete only those sections that are applicable to the proposed project or activity. Expenditures must be itemized and justified. A separate Budget Summary must be completed for each project or activity for which funding is being requested, not to exceed a total of \$1,000 per award period.

Expenditures	Funding Source: PDP Funds	Funding Source: Other*
<p>1. Travel and related expenses for each trip</p> <p>a. Lodging @ _____/day x _____ day(s) Date(s): _____ Location: _____</p>	<p>_____</p>	<p>_____</p>
<p>b. Meals @ _____/day x _____ day(s) Date(s): _____ Location: _____</p>	<p>_____</p>	<p>_____</p>
<p>c. Transportation: Mode: _____ Amount: _____ Date(s): _____ From: _____ To: _____</p>	<p>_____</p>	<p>_____</p>
<p>2. Tuition for specialized course work / internship NOT part of degree program (at SUNY maximum rate for level) No. of Credits: _____ Institution: _____</p>	<p>_____</p>	<p>_____</p>

Expenditures	Funding Source: PDP Funds	Funding Source: Other*
3. Registration fee for conference, seminar, or workshop attendance Specify: _____ _____	_____	_____
4. Other Expenses (Specify)** a. _____ b. _____ c. _____ d. _____ e. _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
TOTAL REQUESTED		

*Identify Other Sources: _____

**Justification for each item under 4. Other Expenses: _____

By checking the box below and signing this application you acknowledge the following:

I have read the NYS/GSEU Professional Development Program Guidelines and understand that only documented expenditures pursuant to the NYS/GSEU Professional Development Program Guidelines, the New York State Comptroller's Rules and Regulations, and approval by the appropriate campus staff will be reimbursed. I also understand that I must have prior approval for any changes made to the project or activity and that the NYS/GSEU Professional Development Program must be acknowledged as a funding source.

Please list all attachments being submitted, as required by the *NYS/GSEU Professional Development Program Guidelines*.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

A completed application and all required documents must be submitted to the Campus Professional Development Committee on or before May 4, 2026. For information regarding the Campus Professional Development Committee, please contact the local GSEU representative or the campus human resources office.

Applicant Signature: _____ Date: _____