

Advising Resource Center

Academic Advising Conference/Workshop Funding Application

A limited number of grants are available to support professional development activities for academic advisors at the University of Arizona. These annual funds are administered through the Advising Resource Center (ARC).

Eligibility: UA professional and faculty academic advisors are eligible to apply for these funds to help support their attendance at conferences, workshops, or other activities that directly relate to academic advising. Priority is given to new advisors who have never attended a professional conference. To extend these resources as far as possible, advisors should seek matching, or partial, funding from their colleges and/or departments.

Application Requirements: Advisors must submit application materials for professional development grants directly to the Advising Resource Center (SUMC 411) by the stated deadline. In addition to the application, a short written statement regarding the conference or development activity should be included that briefly describes the event and what the advisor hopes to gain by attending. The application should also include a copy of the conference or workshop announcement. If presenting, a copy of the presentation abstract must also be included in the application packet. An email confirmation signifying **receipt** in the ARC of the funding application will be sent to the advisor.

Selection and Award Process: Once the review process is complete by an ad hoc committee, the advisor, and the supervisor listed on the application, will receive written notification of the award amount and information on the reimbursement or travel advance process.

Questions regarding the grant application process should be directed to the Advising Resource Center at 626-7988 or advising@email.arizona.edu

**Academic Advising Conference/Workshop
Funding Application**

Applicant's Name _____ Department/College _____

E-Mail _____ Telephone _____

Conference/Workshop Title _____

Conference Location _____ Dates _____

Check all that apply:

New advisor (employed as an Academic Advisor < 3 years at the UA)

Presenter (include a copy of presentation abstract)

Have never attended a conference workshop related to academic advising

Have you received conference funding through the Advising Resource Center previously?

Yes (If "yes", indicate year and conference title _____)

No

Conference Expenses

Registration Fees _____ = \$ _____

Transportation Costs _____ = \$ _____

Hotel: \$ _____ X _____ days = \$ _____

Per Diem for meals not included in conference = \$ _____

Estimated total conference expenses = \$ _____

What amount are you requesting from the Advising Resource Center? \$ _____

Please describe *other* funding sources you have applied for, \$ _____
or have secured including the amount.

Applicant signature _____ Date _____

Supervisor signature _____ Date _____

Application Deadline: February 7, 2014 5:00 p.m.

Submit applications to the

Advising Resource Center, SUMC 411

Please DO NOT submit applications via email