

**NCTA Professional Development Request
Updated February 2024**

PROFESSIONAL DEVELOPMENT FUNDING GUIDELINES

The Professional Development Fund has been established to encourage continuous skill acquisition and development on the part of employees of Nebraska College of Technical Agriculture. These guidelines are designed to facilitate the application process and educate users about how the funds are allocated. The Professional Development Fund is available to all employees for activities which will provide value to the College. These activities must be aligned with the College's mission, vision, and strategic initiatives.

A maximum of \$1,000 is available for any one employee in any one fiscal year. The Professional Development activity should be approved and encouraged by the requester's supervisor. Requests will **not** be accepted for professional development activities which have already occurred.

APPLICATION PROCEDURE

The Office of Dean should receive requests at least two weeks (14 days) prior to the activity. The forms are available from the Dean's Office

PROCEDURES FOR REQUESTING FUNDS:

Complete the Application for Funds form. If the Professional Development activity is partially funded by the Division, indicate department budget numbers and the amount to be funded.

1. Send the completed application and supporting documents to your supervisor. *All international and out of state travel must first be approved by the NCTA Dean.*
2. The Office of Dean will review the application and notify the applicant and their supervisor of approval or disapproval of funds.

To receive reimbursement, please follow NCTA reimbursement guidelines. Employee must still submit all travel requests through Firefly/Concur.

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Name:
Please provide a date and description of the Professional Development activity:
Is there another cost share being used for this activity? If yes, please list funding source:
Outcomes of this activity. Please specify how this activity aligns with the overall strategic plan for NCTA:
How will you apply this professional development to improve on your current role at NCTA?
How will you share this information with other faculty/staff?

Item(s) Requested	Description	Amount Requested from Prof Dev	Amount to be paid from other sources	Total Request

☐ Approved ☐ Not approved

Dr. Larry Gossen, Dean