



**SRPD Participation in Professional Development Funding Application
Project Proposal Requirements**

Types of PPD Funding:

**SRPD PPD Tier 1: Productive Participation in Professional Development
(Award can fund up to 100% of the project)**

Tier 1 proposals must involve “productive participation” (producing information) such as engaging in or sharing the results of student research or creative projects, and active professional development opportunities such as internships. Through these opportunities, students are producing and sharing knowledge and/or actively contributing to their fields. Examples:

- Research: Travel to/from a research site, purchase of equipment or supplies not available through WNMU, and conference travel expenses to present original work/research
- Creative Projects: Material expenses (e.g., venue or equipment rental, costumes, photocopying of scripts or scores) associated with producing or sharing creative projects (e.g., art exhibits, films, stage productions, or concerts)
- Internship Participation: Costs associated with internship participation (e.g., travel, housing, and food).

SRPD PPD Tier 2: Receptive Participation in Professional Development (Award can fund up to 75% of the project)

Tier 2 proposals involve attending an event or for obtaining materials for learning purposes or “receptive participation” (receiving information) in professional development opportunities. Through these opportunities, students are receiving knowledge from their fields. Examples:

- Registration and travel expenses for virtual or off-campus educational programs, regional/national conferences, or workshops for learning purposes.
- Professional organization membership fees (unrelated to conference attendance)
- Certifications



Guidelines for SRPD PPD Proposals

Submit a 1-2 page written proposal for your project, making sure you include the following. Your project proposal is the core of your grant application and should be written clearly and concisely for an audience of both specialists and non-specialists.

Please follow the guidelines for the type of funding you are requesting. If your project contains multiple elements, combine the necessary requirements for each element in your proposal.

Conference Travel/Presentation Proposal:

- Paragraph description of the conference
- 1-2 paragraph description of your purpose and goals in attending/presenting at the conference
 - How will this experience enhance what you have learned so far in your academic career?
 - What do you hope to learn that will be helpful in your professional development and your academic, personal, and/or professional advancement?
- Outline of your proposed travel schedule

Sample travel proposal:

<https://depts.washington.edu/ecc/wordpress/wp-content/uploads/2015/10/TravelProposalExample.docx.pdf>

Equipment/Supplies Proposal:

- 1-2 Paragraph description of the research project goals and objectives
- 1-2 Paragraph description of supplies/equipment request
 - Identify supplies/equipment that are already provided by the University/department
 - Justify the need and benefit of requested supplies/equipment. Are there alternatives that would achieve the same goals at a reduced cost?
 - Explain how all supplies/equipment be used and will contribute to project milestones/goals?
- Timeline of your proposed research project



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Student Research and Professional Development Funds

Internships, Residencies, and other Special Professional Development Project Proposal:

- 1-2 Paragraph description of the internship, residency, or other project
 - Explain where this project will take place and with whom you will be working.
 - Indicate whether this is a paid internship and what expenses will be covered outside of SRPD funds.
 - Explain what you expect to be doing during this experience. You may attach relevant documents—for example a job description, Employment Details Letter, or Internship Agreement.
- 1-2 Paragraph description of your purpose and goals
 - What are your primary goals for this experience?
 - What skills do you hope to gain from this experience?
 - How will this experience enhance what you have learned so far in your academic career?
 - What do you hope to learn that will be helpful in your professional development and your academic, personal, and/or professional advancement?
- Outline of your proposed schedule