

UAC Professional Development Scholarship Application

GUIDELINES and CHECKLIST

The UF Undergraduate Advising Council (UAC) is pleased to announce we have limited professional development funding to use toward sponsoring UF academic advisors' attendance at upcoming professional development events (e.g. regional/annual NACADA conference, NACADA webinars, NACADA Institutes, etc.). If you intend to apply for the annual NACADA conference, more information can be found at [NACADA's Annual Conference website](#). Applicants may also apply for funding to non – NACADA events; these events must still be directed related to academic advising.

A Scholarship Committee will be formed by members of the UF advising community to evaluate all scholarship applications and determine the recipients and award amounts. The Scholarship Committee will take the following criteria into consideration: prior conference attendance, length of time in the advising field, accepted presentations/poster sessions/awards/committee member involvement for the upcoming conference, departmental contributions and approval, and strength of essay. Scholarship awardees will be asked to volunteer a short recap of their experience post event attendance during a UAC sponsored event/meeting.

Application Requirements Checklist – All Items Are Required

- ☐ UAC Professional Development Scholarship Application (see the following page)
- ☐ Screenshots of Quoted Travel Costs (transportation & lodging costs only; proof of registration cost not required)
- ☐ Departmental Approval and Estimated Contribution
- ☐ Essay (250 word maximum)
- ☐ Résumé/C.V.

Guidelines and Tips for creating a strong application

- Travel costs should be based on best possible cost for transport (airfare, rental car, personal vehicle), hotel room (best practice is to share with another co-worker) and conference fees – funds are to award standard travel expenses (please submit screenshots of your transportation, lodging, and “other” expenses).
- Please include your department/college contributions; it should be **clearly** noted if your department/college is unable to provide funding.
- Though there is not a limit for the award total you may request, note that the average award amount in recent years was between \$500-\$600. These figures are estimates; awards for the current cycle may be more or less.
- Essays must identify the impact this award will have on your professional development, the UF advising community, and UF undergraduate students. Feel free to share anything else you believe to be compelling for the committee's decision.

Application Submission Instructions

See UAC Scholarship website for application deadlines.

Please email completed application and essay to the current UAC Chair.

If you have any questions or concerns during this process, please contact the current UAC Chair.

UAC Professional Development Scholarship Application

APPLICATION

Advisor Information

Applicant's Name: _____ Dept/College/Unit: _____

Office Phone Number: (____) _____ E-mail address: _____

Current Position at UF: _____ How long have you been in this position? _____

When was the last time you attended a professional development event away from UF? _____

Which event(s)? _____

What event/activity will you be using these funds for? _____

Are you receiving an award, giving a presentation/poster session, or participating in a conference committee?

☐ Yes ☐ No ☐ I have submitted a proposal and I am awaiting a response.

If yes, please attach description and documentation (e.g., email of proposal acceptance, etc.) with your packet materials.

Advisor Funding Information

Estimated Expenses

Transportation \$

Lodging \$

Conference Registration \$

Meals \$

Other Expenses (please indicate) \$

TOTAL \$

Departmental Contribution \$

Signature, printed name, and title of authorized DEPT personnel

Other Contributions \$

(e.g., professional development funding earned through teaching FYF, working Preview, etc.)

Scholarship Amount Requested \$ _____

Submission of this scholarship application indicates I have authorization from my supervisor to attend a conference/event directly related to the field of academic advising, and my departmental contribution has been verified by the appropriate personnel. Additionally, submission indicates my commitment to attending and participating in the upcoming conference/event should I be selected to receive a UAC Professional Development Scholarship. I understand that I will be asked to volunteer a short recap of my experience to the UAC following my conference/event.

Signature of Applicant _____

Please attach a 250-word (or less) essay outlining the impact this award would have on your professional development, the UF advising community, and UF undergraduate students (and anything else you believe is compelling for the Scholarship Committee to consider).