



**Professional Development Presenter Grant
Application and Information**

Includes:

(1) Professional Development Presenter Grant Application
(Form 6312/001)

(2) Presenter Grant Proposal Evaluation Form
(Form 6312/002)

(3) Guidelines for Using Contracts for
Professional, Personal, Consulting or Social Services (Form 3311/001)
Connected with Professional Development Presenter Grants



Professional Development Presenter Grant Application

Brief abstract of proposal:

Amount Requested: \$

Faculty/staff member requesting presenter:

Division/Dept:

Campus/Unit: Phone:

Office location:

Topic of presentation:

Presenter's name:

address:

phone: e-mail:

Brief summary of presenter's credentials that pertain to this presentation:

Needs/ Impact Statement:

Objective of presentation:

Proposed date of presentation*:

Proposed location of presentation*:

**Note: The applicant may give a range of dates and a general idea of the location if necessary.*

However, it is the applicant's responsibility to finalize the date and reserve a location through the appropriate office as soon as possible and to inform the Office of the Vice Chancellor for Academic Affairs and the Chair of the Professional Development Committee of the finalized date and location.

Arrangements for presentation:

(Identify parties responsible for each part of the arrangements and describe how the arrangements will be handled.)

Plans for evaluating the presentation and reporting the results:

Signature of Applicant

date

Signature of Department Head/
Supervisor

date

Signature of Division Dean (as applicable)

date

Signature of Vice Chancellor
(as appropriate)

date



Presenter Grant Proposal Evaluation Form

Proposal Title:

Applicant's Name:

Criteria	Points
1. Application Complete?	(yes/no)
2. Presenter's Credentials (0 - 10)	
3. Needs Statement a. Presentation's effect on college's mission (0 - 5) b. Appropriateness to student, faculty, or institutional need (0 - 5) c. Feasibility (0 - 5)	
4. Objective of Presentation (0 - 10)	
5. Arrangements for Presentation (0 - 5)	
6. Evaluation a. Plan to evaluate presentation (0 - 5) b. Plan for report of evaluation (0 - 5)	
Total points (out of 50)	

Other comments:

Evaluator's Name:

Evaluator's Signature: _____

Date: _____



Guidelines for Using
[Contracts for Professional, Personal, Consulting or Social Services](#) (Form 3311/001)

Connected with Professional Development Presenter Grants

1. In accordance with the College's [Professional Development Presenter Grants](#) policy, the Committee on Professional Development determines which proposals will be funded for the following academic year and submits its recommendations to the Vice Chancellor for Academic Affairs.
2. The amount for the [Contract for Professional, Personal, Consulting or Social Services](#) (Form 3311/001) is approved by the Vice Chancellor for Academic Affairs. The Office of the Vice Chancellor for Academic Affairs mails an award letter with the presenter's contract to the applicant, with copies to the department head/supervisor, division dean, executive dean (as applicable), vice chancellor (as appropriate) and the Chair of the Professional Development Committee. It is the applicant's responsibility to secure the signature of the presenter on the contract. Generally, presenter contracts are awarded as a one-time payment for the total cost of the presentation. Therefore, the contractor should consider all expenses (such as travel and miscellaneous expenses) before agreeing to the amount of the contract.
3. The signed contract is returned to the Office of the Vice Chancellor for Academic Affairs.
4. The sponsoring unit or division is responsible for arranging the event and completing function request forms (if appropriate) after discussion of where and when the event is to be presented with the Chair of the Professional Development Committee or designee.
5. Invoices for payment of professional services must be submitted to the College by the contractor and approved by the Professional Development Committee Chair, or designee, and the Vice Chancellor for Academic Affairs. In accordance with the College's [Contracts for Professional, Personal, Consulting or Social Services](#) policy, contractors are paid after the completion of the service and generally within thirty (30) days of the submission of the invoice. Exceptions to the above timeline may be made only on request of the contractor and provided that the contractor's invoice is signed by the contractor and has the signatures required by the College. Ordinarily it is very difficult to meet requests for early payment, since all signatures and the presentation itself must have been completed before the contractor can be paid.