**2020 PROFESSIONAL DEVELOPMENT FUND**

**APPLICATION**

**Name:**

**Department:**

**Email Address:**

**Phone Number: ( )**

**Amount Requested: $**

**Short Title of Proposal:**

**\*** The “Short Title” for your proposal should be a unique way that the Committee can refer to your project. For example: “Nigeria Travel Grant Primary Schools Second Language” would be helpful, “Boston Conference Expenses” would not.

**Abstract (2­­–3 sentence description of proposal):**

**2020 PDF APPLICATION**

**CHECK LIST**

**Have you remembered to include the following documents with your letter of application?**

**Application**, including all supporting documentation.

**Budget breakdown.** Please round up to the nearest dollar amount, and indicate any other sources of funding for the proposed project. Please list items in terms of importance for funding.

Note: travel costs will be reimbursed and cannot be distributed prior to the trip.

**Letter(s) of Support** (recommended, not required). If you choose to provide letters of support, include them in your application .pdf.

**An updated CV**.

Please email one .pdf document of scanned application materials, including this checklist to **appolicy@berkeley.edu****. The subject line should include “2020 PDF Application\_NAME.”**