

# William Paterson University Career Development/Tuition Reimbursement Program

## FY 26 Career Development Procedures

Career Development applications will be submitted via a Qualtrics Survey

**Please submit a separate application (including budget page) for each request.**

Link: [https://wpunj.qualtrics.com/jfe/form/SV\\_0rgHS9fWxbIVrUi](https://wpunj.qualtrics.com/jfe/form/SV_0rgHS9fWxbIVrUi)

All applications must include the following components in the order specified:

1. Project/Activity Information
  - Include the title, dates, duration, and location of the activity.
2. Narrative
  - Provide a clear overview of the activity, including objectives and expected outcomes.
  - Explain how the activity has supported or will support your growth in teaching, research, creative/scholarly work, and/or service.
3. Conference/Research Documentation
  - If presenting a paper, chairing a committee, or engaging in a similar activity, include documentation of the event with your application.
  - For academic disciplines or professional credentials requiring continuing education for certification/recertification, provide:
    - Proof of accreditation requirements.
    - Number of CE credits required.
    - Timeframe for completion.
  - Research Travel:
    - Attach an approved Research Agenda, including a detailed daily itinerary outlining research activities distinct from personal time.
    - Provide evidentiary documentation and supporting materials demonstrating the expected outcomes of the research.
4. Budget
  - You may apply for funding for multiple activities.
  - For overnight travel requests, a Workday Spend Authorization must be submitted prior to travel.
  - All travel must comply with WPU travel policies and guidelines. Reimbursements will follow the WPU Travel Policy.

Submitting Application via Qualtrics Link:

- **Deadline date: March 2<sup>st</sup> \***
- Questions: Please reach out to Tim Lever at email: [levert@wpunj.edu](mailto:levert@wpunj.edu)

Tim Lever Associate Vice President of Academic Operations

*\* If March 1st falls on a weekend, the submission deadline will be the following Monday*