

William Paterson University

Career Development/Tuition Reimbursement Program

Career Development Procedures

All applications must include the components below arranged in the order indicated:

- (1) Cover Page

For each activity:

- (2) Narrative: A detailed description of each proposed activity that will allow a reviewer to have a full understanding of the activity. The narrative for each project should describe how the activity has promoted or will promote your professional growth and development in the areas of teaching, research, creative/scholarly activity, and/or service.
- (3) Conference / Research:
 - a. Conference: If you are presenting a paper, chairing a committee, or engaging in a similar activity, please provide documentation of the event along with your application;
 - b. Research: If applying for research travel, an approved Research Agenda (the one that accompanied the Travel Request and Approval Form when receiving approval to travel) must be attached, along with evidentiary documentation and support of the outcome of the research.

NOTE: All conference and research documentation must come after the Narrative and before the Budget Page for each specific project.

- (4) Budget: Using the form attached, include a **separate Budget Page for each activity below**. You may apply for funds for more than one activity (please **number each** Budget Page accordingly). Do not submit original receipts or copies of receipts at this time.

- Conference Travel
- Research Travel
- Combination Conference and Research Travel (traveling early or staying after a conference to conduct research.) Combined travel requires a separate Budget Page indicating the exact dates for each activity during that travel period. A Budget Page for the conference period, and a Budget Page for the research period.

The application is to be submitted **as one .pdf file**. One (1) Cover Page, one (1) Narrative page (this can include multiple narratives if applying for multiple reimbursements) and, if there are more than one Project, each Budget Page is to be preceded by supporting documentation verifying the expense(s) indicated. Do **NOT** include receipts. Please submit in this order:

1. Application (Cover Page)
2. Narrative (1 page)
3. Conference financial info. (no receipts) Acceptance letter & Conf. Registration page
4. Budget Page

Submitting Application(s):

Deadline date: March 1st of every Academic Year. Please submit 1 (**one**) original application to:

Office of the Provost
Raubinger Hall, Room 100
Attn: Dr. Sandy Hill
Email: guenthnerm@wpunj.edu