

College of Micronesia – FSM
Staff Development Program (SDP)
Appendix I

Non-Degree Program Application Form

Instruction: SDP funding requests must be submitted to the committee with all the required documents to be considered. Application should include; this application form, a brief essay explaining the activity and how it will benefit the College and the individual applying, a letter of recommendation from immediate supervisor, program brochure, letter of acceptance, and an itemized list of expenses.

Name _____		Date: _____
Last Name	First Name	
<hr/>		<hr/>
Job Title	Date of Hire	Office/Division/Campus
<hr/>		<hr/>
Check Program Type	Program Name & Address & Contact Person	
<input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Other _____ <div style="text-align: center;">Specify</div>		
Program Starts on: _____ Ends on: _____		
Financial Assistance sought from Staff Development Program (provide an itemized cost list)		
\$ _____		
Other funding sources sought and amounts awarded and/or expected:		
_____	\$ _____	
Name of Funding Source	Amount	
_____	\$ _____	
Name of Funding Source	Amount	
_____	_____	
Signature of Applicant	Date	
_____	_____	
Signature of Immediate Supervisor	Date	
_____	_____	
Signature of Department Vice President	Date	
Committee's Action: <input type="checkbox"/> Recommend <input type="checkbox"/> Do not Recommend <input type="checkbox"/> Other _____ Date _____ <div style="text-align: right;">Specify Below</div>		
President's Action: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Other _____ Date _____ <div style="text-align: right;">Specify Below</div>		

