

## Application for SEDL Career Development Award

Applicant(s):	Reviewer(s):
Title or One-Sentence Summary of Proposed Activity:	
Total Budget Requested:	Proposed Start Date:
	Proposed End Date:

Please attach a two-page memo addressing the following questions:	
<b>1. Proposed Activities:</b>	What specific career development activities does the applicant propose to undertake?
<b>2. Goals:</b>	How will these activities contribute to the applicant's career development and how will the organization benefit?
<b>3. Schedule:</b>	What is the proposed timeline and schedule of activities for completing the activities? How will this impact the applicant's current assignments and scope of work?
<b>4. Budget:</b>	What is the proposed budget? Budget should include fully loaded labor rates as well as other costs, such as course tuition, duplication, postage, travel, and conference fees; a separate budget should detail costs that will be covered by other non-SEDL sources (e.g., personal sources). Completed budgets should be initialed by Administrative Services for accuracy.

**If awarded a career development award, the applicant(s) agree(s) to the following terms and conditions:**

All publications resulting from award activities will include a visible acknowledgment of the author's affiliation with SEDL, and the support received from the organization.

Subject to any restrictions imposed by publisher copyrights, the recipient grants to SEDL permission to use the completed work in its printed materials, electronic media, meetings, presentations, seminars, or conferences.

All products will be subject to technical review by a peer reviewer selected in collaboration with the recipient's manager and included in the budget.

The recipient warrants that the work to be accomplished under the award is not within the defined scope of work for any ongoing contract or grant.

Where appropriate, the recipient has requested and received client permission to publish on a topic related to an ongoing project.

As time is of the essence, every effort will be made to adhere to the schedule proposed in the recipient's application. The recipient understands that support will terminate at the end of the award. The award and all deliverables from the work will become part of the employee's planning agreement and performance appraisal.

From time to time, the recipient may be asked to share the progress or results of the award with groups of employees, prospective staff, or clients.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Senior Manager's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_