



School of Education

3200 Education  
Irvine, CA 92697-5500  
(949) 824-5118

**REQUEST FOR PROFESSIONAL DEVELOPMENT SUPPORT  
UC IRVINE SCHOOL OF EDUCATION  
Ph.D. In Education**

**Eligibility:** The Ph.D. Program Director will consider for approval a national level Professional Development (PD) experience recommended by the student’s advisor as contributing to the student’s academic progress. The cumulative amount that can be allocated to professional development for any student is \$800.

**Instructions:** *Prior to PD activity*, student prepares form then forwards to advisor for approval. Student submits signed, scanned electronic copy to Ph.D. Program Graduate Counselor.

**Student Information**

Student Name:  
Email:  
Advisor Name:

Student ID:  
Phone:  
Ph.D. Specialization:

**Conference Information**

Dates of Professional Development Activity:

Location:

Sponsoring Agency Name:

Description:

<b>Expenses</b>	
<b>Category</b>	<b>Estimated Cost:</b>
Cost:	\$
Travel:	\$
Lodging:	\$
Per Diem:	\$
<b>TOTAL ESTIMATED COST:</b>	<b>\$</b>

Have you *applied* for other sources of funding for this professional development? If so, note below:

<b>Applied Funding Sources</b>	<b>Amount Requested/Received:</b>
1.	\$
2.	\$
3.	\$

Have you *been offered* other sources of funding? If so, note below:

<b>Offered Funding Sources</b>	<b>Amount Offered/Received:</b>
1.	\$
2.	\$
3.	\$

Have you received prior SoE Conference Travel or Professional Development funding? If so, note below:

<b>Dates</b>	<b>Professional Development Training</b>	<b>Amount Received</b>
		\$
		\$
		\$
		\$

**SIGNATURES:**

\_\_\_\_\_ Date \_\_\_\_\_                      \_\_\_\_\_ Date \_\_\_\_\_  
 Student    Advisor

<p>Funding Request Submitted:</p> <p>Student Notified:</p> <p>Communications Informed:</p>
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## **Conference Funding Application Process UCI Ph.D. in Education**

The UCI Ph.D. in Education program allows up to \$800 of the student's total \$2500\*\* conference/professional development allocation to be requested for participation in national level professional development/training. Students may apply for funding that supports their academic program upon approval of their advisor.

Application is made by completion of the **Request for Professional Development Support Form**. You are asked to send a signed electronic submission to the Ph.D. Program Graduate Counselor, [sksingh@uci.edu](mailto:sksingh@uci.edu) prior to the PD activity date.

Include the following on the **Request for Professional Development Support Form**:

- Title of the professional development activity
- Location of the professional development activity
- Brief description of the training to be received
- Rationale for requesting the training
- Projected dates of attendance
- Projected budget
- Proof of registration (electronic preferred)
- Amount and type of any other sources of university, employee, grant, or fellowship funding that the student expects/is eligible to receive to attend the conference

Completed/Approved applications are accepted on a rolling basis and reviewed by the Ph.D. in Education Director.

The amount of funding granted, if any, will depend on funds available. In any event, the total amount received for professional development/training may not exceed \$800 during the student's active enrollment in the Ph.D. program. The student understands that the amount up to \$800 applied toward PD reduces the conference presentation support amount. (The student may apply unused professional development funding toward conference funding.) The student may receive a maximum total of \$2,500\* toward conference funding and PD during active doctoral studies at UCI.)

Application is made prior to the PD activity. Awards are typically made after participation in the professional development activity and receipts are presented. Requests for awards in advance of travel may be requested. Send proof of activity completion or relevant documentation to the Program Coordinator for reimbursement.

This policy is subject to change.

Effective 7/1/12  
Revised date 06/22/2018