
APSAC North Central Mission

The mission of the Administrative/Professional Staff Advisory Committee (APSAC) on the North Central campus is to contribute to Purdue University's pursuit of preeminence within higher education by supporting and serving as an advocate for administrative and professional staff at Purdue University North Central.

APSAC North Central Vision

APSAC North Central will:

- ◆ Be viewed campus-wide as an effective, results-generating influence for positive change.
 - ◆ Seek collaborative opportunities with other Purdue University campuses, other professional and student groups, and our service communities to pursue common objectives.
 - ◆ Enrich PNC's environment of lifelong learning by providing and supporting meaningful staff and individual professional development opportunities.
 - ◆ Enhance communication and seek collaboration with upper administration, faculty and staff.
 - ◆ Initiate and support the implementation of policies and procedures beneficial to administrative and professional staff which support PNC's mission and vision.
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Individual Professional
Development Grant
Application
for
Administrative and
Professional Staff
2011-2012
Purdue University
North Central

Use of Funds

The APSAC Professional Development Grant was initiated in the summer of 1998 as a means of promoting professional development among Administrative and Professional staff. The grant is offered annually and provides funds for Administrative and Professional staff who wish to further his/her professional expertise and are willing to share it with others on campus.

The grant, up to \$500, may be used by an A/P staff member to pay for a professional conference, workshop, or seminar within one year of the award date. All A/P staff, excluding APSAC members, are encouraged to apply

Application Guidelines

- ◆ Application deadline: June 17, 2011
 - ◆ Notification of award will be made approximately 30 days after deadline.
 - ◆ Individuals may only receive grant awards once every two years.
 - ◆ Applications will be considered confidential information.
 - ◆ Incomplete or late applications may not be considered.
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Please attach to the application form:

- ◆ A brief description (250 words or less) of how grant funds will be used. Explain how funds will benefit you and your department in your current position.
 - ◆ A description of your position.
 - ◆ Form 17 with itemized estimated expenses including registration fees, lodging costs, travel expenses and other costs associated with the activity.
 - ◆ A statement of your role at the conference. Ex: participant, presenter, panelist, committee member, etc.
 - ◆ A statement indicating subjects, locations, and dates of other professional conferences attended in the past two years.
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Please note:

- ◆ Submission of application does not guarantee funding.
 - ◆ The funding selection process rests solely with the members of APSAC North Central.
 - ◆ APSAC North Central members reserve the right to reduce individual award amounts in order to provide the maximum benefit to grant applicants.
 - ◆ Grant funds will be disbursed according to standard Purdue travel regulations.
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Outreach:

- ◆ Recipients may be asked to present a report to the administrative and Professional staff at an APSAC networking luncheon.
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To be completed by the ApplicantName
_____Title
_____Department/Section
_____Telephone
_____Total Estimated Expenses
_____Amount available from other sources
_____Amount requested for grant

I have read the application and agree to abide by the terms herein.

Applicant's Signature
_____Date

**Please return completed application and
attachments to
Erin Zak, Tech 157**