A limited number of grants are available to support professional development activities for academic advisors at the University of Arizona. These annual funds are administered through the Advising Resource Center (ARC).

**Eligibility:** UA professional and faculty academic advisors are eligible to apply for these funds to help support their attendance at conferences, workshops, or other activities that directly relate to academic advising. Priority is given to new advisors who have never attended a professional conference. To extend these resources as far as possible, advisors should seek matching, or partial, funding from their colleges and/or departments.

**Application Requirements:** Advisors must submit application materials for professional development grants directly to the Advising Resource Center by the stated deadline. In addition to the application, a short written statement regarding the conference or development activity should be included that briefly describes the event and what the advisor hopes to gain by attending. The application should also include a copy of the conference or workshop announcement. If presenting, a copy of the presentation abstract must also be included in the application packet. An email confirmation signifying receipt in the ARC of the funding application will be sent to the advisor.

**Selection and Award Process:** Once the review process is complete by an ad hoc committee, the advisor, and the supervisor listed on the application, will receive written notification of the award amount and information on the reimbursement or travel advance process.

Questions regarding the grant application process should be directed to the Advising Resource Center at 626-7988 or advising@email.arizona.edu
Academic Advising Conference/Workshop
Funding Application

Applicant’s Name _____________________________ Department/College ________________

E-Mail _____________________________ Telephone ________________________

Conference/Workshop Title __________________________________________________________

Conference Location _____________________________ Dates ________________________

Check all that apply:
_____ New advisor (employed as an Academic Advisor < 3 years at the UA)
_____ Presenter (include a copy of presentation abstract)
_____ Have never attended a conference workshop related to academic advising

Have you received conference funding through the Advising Resource Center previously?
_____ Yes (If “yes”, indicate year and conference title __________________________)
_____ No

Conference Expenses

Registration Fees __________________ = $ ________________
Transportation Costs __________________ = $ ________________
Hotel: $ ___________ X ___________ days = $ ________________
Per Diem for meals not included in conference = $ ________________
Estimated total conference expenses = $ ________________

What amount are you requesting from the Advising Resource Center? $ ________________

Please describe other funding sources you have applied for, $ ________________
or have secured including the amount.

Applicant signature _______________________________________ Date __________________

Supervisor signature ______________________________________ Date __________________

Application Deadline: December 22, 2016 5:00 p.m.
Submit applications to the
Advising Resource Center email advising@email.arizona.edu