



## University of Wyoming Staff Professional Development Grant

### **Mission**

At the University of Wyoming our mission is to unlock the extraordinary in every person through education, research, innovation, engagement and service. To stay at the forefront of their fields UW staff are encouraged to participate in professional development opportunities relevant to their responsibilities. The Staff Professional Development Grant supports UW's strategic plan, particularly objective 3 (Provide a Supportive Community) enabling staff with the resources they need to achieve satisfaction and growth within their profession.

### **Eligibility**

The Staff Professional Development Grant is designed for staff up to the director level. All applicants must be in full-time employment status and must have completed one year of full-time, uninterrupted service at UW at the time of application. Eligible staff may utilize grant funds once per fiscal year. Only one application from each department will be awarded funds each fiscal year. If someone from your department has already been selected, please wait until the following fiscal year to apply.

### **Application**

Applications are accepted on a rolling basis and should be submitted to [uwpres@uwyo.edu](mailto:uwpres@uwyo.edu), review may take up to two weeks. Please plan accordingly. If you are applying for a conference or other event, funding will only be provided for active professional development event days and one day prior to the event to allow for travel. Use the current [GSA rate](#) to determine your M&IE.

### **Personal Information**

First & Last Name:

Job Title:

Department/Division:

Email:

Phone:

Updated: 5/13/2026

Years of Service at UW:

Amount being requested (Up to \$5,000):

- Registration:
- Travel:
- Lodging:
- M&IE:

Amount being provided by your unit:

**Professional Background**

Briefly describe your current role and responsibilities at UW. Describe any professional development or leadership training you have undertaken.

Updated: 5/13/2026

**Professional Development Opportunity**

Briefly describe the professional development opportunity you wish to attend. Please include the full name of the event, event dates, travel schedule, sponsoring organization, and how this specific opportunity relates to your current job responsibilities. If possible, please include a link to the event or sponsoring organization's website.

**Supervisor's Support**

Please attach to your application a letter from your direct supervisor indicating their support of your participation in the professional development opportunity described above. This letter should include an explanation of why the unit is unable to financially support the full cost of the professional development opportunity.