**Professional Development Grants Checklist**

I have included all of the following in my Professional Development Grants application:

* A completed Professional Development Grants Proposal Cover Sheet
* A description of the specific activities to be undertaken and a copy of a published brochure/information from the event planners
* Specific statements of how the proposed activity will contribute to your professional development and supports the mission of your department/discipline, college, and/or university. Statements address the following questions:
  + Will the proposed activity directly and specifically enhance the professional development of the applicant?
  + Does the proposed activity support the mission of the department/discipline, college of institution?
  + Does the proposed activity provide for professional development opportunities not currently available at WCU?
  + Does the proposed activity represent an efficient use of funds?
* A completed, itemized budget listing using the WCU travel preapproval form (and explanation or justification of any deviations from approved state travel reimbursement rates if appropriate)
* Not required, but recommended - a letter of support from your department head or dean