



INDIVIDUAL STUDENT APPLICATION FORM

Professional Development Committee

Name: _____ Date of application: _____

Phone #: _____ E-mail: _____

Degree: _____ Major: _____ Projected Graduation Date: _____

- Check one: I am currently registered in courses
 I am currently writing a dissertation
 Other: _____

Name of faculty member writing letter of support: _____

Date(s) of the opportunity for which funding is requested: _____

Total amount of funding requested (itemized budget attached): \$ _____

Name or brief explanation of opportunity: _____

Have you previously received Professional Dev. Committee funding? *Circle one:* YES NO

If yes, list all date(s), project(s) and amount(s) granted:

For Office Use Only: Application Form <input type="checkbox"/> Proposal <input type="checkbox"/> Budget <input type="checkbox"/> Letter of Support <input type="checkbox"/>

INDIVIDUAL STUDENT APPLICATION FORM
Professional Development Committee

Guidelines:

1. Funds are for significant professional opportunities, such as travel to present and/or perform at conferences, competitions, or workshops.
2. The Professional Development Committee reviews written proposals three times per year. Application due dates: October 15, March 1, and May 1.
3. Funding will be distributed in roughly equal amounts. In order to fund more applicants, there is a \$400 cap on student requests. Exceptions to this cap will be approved only in special cases.
4. Higher priority will be given to students applying for funding for the first time. In research proposals, higher priority will be given to research in support of a dissertation.
5. Retroactive applications will be considered only in exceptional cases.
6. Applicants who need a collaborative pianist to attend an event should encourage their accompanist to submit a separate proposal and application. The committee will consider the applications jointly.
7. Projects for the summer following degree completion will not be eligible.
8. Alumni are not eligible for funding.

Instructions:

1. Attach a one-page, typed proposal that includes a description of the opportunity, its importance in your career, and an itemized budget.
2. Budget information should include travel costs, entry fees and possibly lodging expenses (no per diem or food allowance).
3. Attach a letter of support from your applied faculty or project advisor. This may also be sent as e-mail to dgermain@esm.rochester.edu.
4. Submit application to: Academic Affairs Office, ESM 110.
5. Incomplete applications will not be considered by the Committee. Be sure all required items are included.