Professional Renewal In Maximizing Excellence (PRIME) Grant

**Instructions for completion:** Please see the PRIME Grant [outline](https://engineering.purdue.edu/Engr/People/Staff/prime-grants), which describes the purpose, eligibility, criteria, and procedures of the award. Then complete all the sections below.

**Submission:** Please submit application form and pertinent information to Will Sondgerath, Sr. Assistant Dean for Staff & Operations, at wsondger@purdue.edu by June 14, 2024.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title (your external job title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Questions and Materials:**

1. Please give a brief description of how you plan to use the professional development grant money and time resource. (~50 words)

2. How will this grant contribute to your professional development goals and/or influence your current job / future career opportunities? Please be specific. (~150-200 words)

3. How will this grant benefit your unit/department? How might you disseminate what you learned to other colleagues who might benefit? (~50-100)

4. Please include your current resume/CV with this application (2 page max).

**Administrative Questions:**

1. Have you received a Prime Grant before? If so, what year and for what activity?

2. What other sources of funding are you looking into to help negate the costs of this activity?

3. If awarded, you will need to submit a brief summary describing how the grant was used and how it benefitted you/your department. Do you agree to this stipulation?

**Budget and Approvals Section:**

1. Budget: Please provide a detailed estimated budget for your proposed professional development activity. Please note that the maximum amount of funding through the PRIME Grant is $1,500. If your budget exceeds that amount, please explain other sources of funding. Grant funding is paid through the reimbursement process by direct payment from the Business Office with proper documentation.

NOTE: Applicant acknowledges that both the College of Engineering ($1,000) and their unit ($500) fund the PRIME Grant. Additionally, the time that the employee uses to complete the professional development activity (up to 5 days) is considered normal work time. Employees remain in paid status and are not charged vacation time or personal time. It is the responsibility of the employee and supervisor to agree upon when the employee uses the time to pursuit this professional development activity.

2. Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor’s Signature Date

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date

**NOTE**: Supervisors acknowledge that both the College of Engineering ($1,000) and the employee’s unit ($500) fund the PRIME Grant. Additionally, the time that the employee uses to complete the professional development activity (up to 5 days) is considered normal work time. Employees remain in paid status and are not charged vacation time or personal time. It is the responsibility of the employee and supervisor to agree upon when the employee uses the time to pursuit this professional development activity.