

**WAYNE STATE COLLEGE FOUNDATION  
PROFESSIONAL STAFF GRANT APPLICATION FORM**

Professional staff interested in applying for a staff development grant or department grant should complete this application and return it to the Office of the President by April 1<sup>st</sup> of each spring semester. Notifications of awards and amounts will be made by June 1 of each year. All grant recipients are to submit a report at the completion of the grant period, which describes the results of the funded project.

Name \_\_\_\_\_ Date \_\_\_\_\_

Grant (check one):    \_\_\_\_\_ Department Grant    \_\_\_\_\_ Staff Development Grant

Previous Grants Awarded (Titles and Dates): \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

School: \_\_\_\_\_ Department: \_\_\_\_\_

Brief Synopsis of Proposal:

Amount Requested: \_\_\_\_\_  
Budget (Outline of Projected Expenses)

Description of Time Use: \_\_\_\_\_

Vice President's Comments:

Applicant's Signature \_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_  
Vice President's Approval \_\_\_\_\_  
PSS Recommendation (Signature of the PSS Chair) \_\_\_\_\_  
President's Approval \_\_\_\_\_