

## Professional Development Opportunity Request

The Office of Research and Clinical Research Hub encourage all staff to work with their direct supervisor to identify appropriate professional development opportunities including online materials as well as travel to training, workshops, and conferences. Sources of opportunity include MAGI, NCURA, SRA, UIDP, FDP, Huron Software, NIH, and NSF among others. It is expected that non-Leadership staff will generally be considered for one event every other fiscal year depending on CRH budget. If staff are presenting, part of a program committee, or have other roles requiring more frequent travel, those will be given priority consideration.

Staff do not need to wait until registration opens to be considered for an event. However, it is expected that learning outcomes and documented applicability are part of the request and the program is generally considered in that evaluation. To request consideration, complete the following:

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

Requested Event: \_\_\_\_\_

Link to Event and/or Agenda: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Estimated Total Cost: \_\_\_\_\_

Will you be an:     Attendee only;     Committee Member;     Speaker;     Other (Describe)

\_\_\_\_\_

What do you expect to gain from this experience?

How do you plan to share the lessons with all of CRH?

Employee Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_