

**APPLICATION FOR TEACHING ASSISTANT AND GRADUATE ASSISTANT
 PROFESSIONAL DEVELOPMENT FUND, SUMMER 2017¹**

Eligibility Requirements:

1. You must be a teaching assistant or graduate assistant during the 2016-2017 academic year.
2. You must have been a teaching assistant or graduate assistant during the 2015-16 academic year,
3. The application must be typed. *Handwritten applications will not be accepted.*
4. Purpose of the Fund per terms of the contract: "Rutgers will provide a Professional Development Fund for teaching assistants and graduate assistants to be used for activities associated with academic progress toward the degree such as **summer support, research support and travel to conferences.**"

GENERAL INSTRUCTIONS: Total application cannot exceed 4 pages (inclusive of GPD endorsement). Deadline for TA/GA submission to GPD is April 3. Deadline for GPD submission to Graduate School Dean is April 10. Late applications will not be accepted by the Graduate School. Save the file using the following naming convention: <ApplicantLastName_FirstName_RUID_GradProgram>

PART A – TO BE COMPLETED BY THE TA or GA APPLICANT

Applicant Information:

Full Name _____ RU ID Number _____

Employee ID Number _____ Daytime Phone Number _____

Email Address _____ Graduate Program _____

School/Department where TA/GA position is held _____

Expected Date of Graduation _____

Graduate GPA at Rutgers _____

Check here if you are a non-resident alien student _____

(Non-resident alien students who do not qualify as US tax residents will be subject to 14% tax withholding)

¹ The award payment is taxable income, but not subject to withholding taxes, and must be reported on award recipient's income tax return.

PART A (continued)

Reason applicant is seeking funds:

Summer Support _____

Research Support _____

Travel to Conferences _____

Other _____

Explanation of Funding:

Briefly explain how these funds will be used to support the completion of your degree and advancement of your scholarly project. If you are requesting summer support, make sure you explain how the summer funding enables your academic progress.

Total Amount Requested (**shall not exceed \$1,000**) _____

I certify that these funds will be used for activities associated with academic progress toward my degree.

Applicant's Name (Typed. No need for signature) _____

Once PART A is completed by the TA or GA applicant, the form must be sent electronically to the applicant's GPD for completion of PART B. The deadline for submission to the GPD is April 3. Save the file using the following naming convention: <ApplicantLastName_FirstName_RUID_GradProgram>

PART B – TO BE COMPLETED BY THE GRADUATE PROGRAM DIRECTOR

Endorsement by Graduate Program Director:

The applicant is making satisfactory progress towards the degree

Yes _____

No _____

GPD's Name (Typed. No need for signature) _____

Completed applications with GPD endorsement MUST be submitted electronically by the GPD to the Graduate Dean by April 10. Late applications will not be accepted. Save the file AS A PDF using the following naming convention:

<ApplicantLastName_FirstName_RUID_GradProgram>

The subject line for the e-mail must read "Graduate Professional Development."

CAMDEN -- Completed applications with GPD endorsement MUST be submitted electronically by the GPD to Dr. Howard Marchitello [grad.school@camden.rutgers.edu].

NEW BRUNSWICK -- Completed applications with GPD endorsement MUST be submitted electronically by the GPD to Jerry Kukor [jkukor@grad.rutgers.edu]

NEWARK -- Completed applications with GPD endorsement MUST be submitted electronically by the GPD to Kyle Farmbry [kfarmbry@rutgers.edu]

RBHS -- Completed applications with GPD endorsement MUST be submitted electronically by the GPD to Kathy Scotta [scottoka@rutgers.edu]