

HEO-CLT Professional Development Fund

Don't miss this opportunity! This academic year, funds will be made available for small grants to hundreds of applicants from campuses university-wide. **Eligible applicants can receive up to \$3000 per grant in reimbursements** for events, classes, and certifications that help advance members' professional or academic interests.

Eligibility

To apply, you must fit all the following criteria:

- Be in one of these title series:
 - **Higher Education Officer**
 - **College Laboratory Technician**
 - **CLIP Instructor**
 - **CUNY Start Instructor**
 - **Non-Teaching Adjunct**
 - **EOC Lecturer**
- Be in your full-time title for **more than six months** by the proposed start date
- NOT be in an excluded title.
 - Ask your HR department if you are unsure of your status.
- NOT be on Travia Leave when the application is submitted or when the proposed professional development activity will take place.

Uses for Funding

- **Conferences, workshops, and trainings** that require travel outside of the NY metro area
- Local or online conferences, workshops, trainings, and certificate programs
- A **semester of schooling** at an accredited college or university, including tuition, fees, and books listed on the relevant syllabi for the semester
- **Research projects** and field studies (not required by applicant's job or department)
- Upcoming **membership dues** for a professional organization

There are five application dates each year. Check the webpage to determine which due date you must meet, for full instructions, and for a link to apply. The application is created and submitted through a website called "SmarterSelect." It will give you step-by-step instructions. You'll need information about your proposed activity, including dates and any estimated travel and lodging costs.

For more information, visit:

psc-cuny.org/benefits/heo-clt-professional-development-fund/

or contact: HEO-CLT_PDadmin@pscmail.org

