



Winona State University Professional Improvement Funds (PIF) Application Administrative & Service Faculty

Name:

Department:

Project Title:

Dates of Proposed Activity:

Describe the professional improvement, employee development, staff training, or related activity you will pursue.

Explain how this training will enhance your job-related skills and competencies and contribute to your future work at the university.

Fiscal year of last PIF award:

Amount of Award:

Purpose of last PIF award:

Years of service at WSU:

Describe other sources of funds and what action has been taken to secure them.

If you do not receive the total funds requested, what effect will this have on the proposed activity?

Funding requested:	Amount	Explanation
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Tuition		
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Fees		
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Transportation		
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Lodging		
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Meals		
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Equipment		
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Other (Specify)		
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TOTAL		
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Note: The maximum award is \$1,000

Applicant Signature:

Date:

Supervisor Signature:

Recommendation:

Date:

Vice President Signature:

Recommendation:

Date:

President/Designee Signature:

Applicant Status:

Approved

Disapproved

If approved, for what amount?

Date:

Please forward this report to the President's office (Somsen 201) when all signatures have been obtained.