



# The University of Texas at Austin College of Fine Arts

## Professional Development Travel Initiative

Application must be filled out electronically (**do not** **handwrite**) and submitted to [facs@austin.utexas.edu](mailto:facs@austin.utexas.edu)

### Purpose

The College of Fine Arts (CoFA) and Fine Arts Career Services (FACS) are pleased to offer financial support to qualifying groups of students who design their own professional development travel opportunities through the Professional Development Travel Initiative (PDTI).

### Guidelines

The PDTI provides up to \$700 per student for short-term (3-5 day) group travel to professional development opportunities. These opportunities can be part of an organized event such as conference or designed by the group. All currently enrolled undergraduates whose majors are in CoFA are eligible to apply. Groups should be between 2-5 students. Individuals will be considered in rare cases, but priority will be given to groups. Preference will be given to participants who have never received PDTI funding before. Each group must have a faculty sponsor who will provide a letter of support for the group's proposal, as well as a host sponsor in the proposed travel location that will assist with the group's project.

### To Apply Submit:

- Resume from each individual in the group
- Application from each individual in the group
- Summary of the project and the project goals
- Itinerary
- Recommendation letter from the sponsoring faculty member (one letter per group)
- Recommendation letter from the sponsoring host (one letter per group)
- An itemized budget that includes all group members' expenses. An Excel spreadsheet is strongly recommended.
- The group's application materials must be submitted together; individual or partial applications will not be considered. For examples, visit [finearts.utexas.edu/careers](http://finearts.utexas.edu/careers)

### Groups selected for funding commit to:

- Meet with CoFA representatives as a cohort once before travel departure.
- Document the process of their project through a public journaling resource/blog.
- Be willing to give a presentation on the project if requested by FACS.

### Deadline

Applications must be submitted electronically to [facs@austin.utexas.edu](mailto:facs@austin.utexas.edu) by December 1, 2016.

### Examples of use of funds

Funds under this initiative (up to \$700 per student) may be used for the following:

Travel to professional development locations and organizations such as master classes, conferences, meetings and workshops.
Admission/participation fees in conjunction with these professional development opportunities.

Funds may NOT be used for:

Books, journal subscriptions, tapes, CDs or DVDs	Copying charges and application preparation costs
Tuition and fees to any institution for course credit	Computers or computer peripherals



# The University of Texas at Austin College of Fine Arts

## Professional Development Travel Initiative

Application must be filled out electronically (do not handwrite) and submitted to  
facs@austin.utexas.edu. One application per individual.

Name:

EID:

Email:

Phone:

Major:

GPA:

Expected Graduation (Term/Year):

Have you received funding from FACS before, if yes please explain which grant and when:

Faculty Sponsor's Name:

Host Sponsor's Name:

Location of Professional Development Project:

Names of Other Group Members:

If offered this award, I agree to abide by University policies regarding research and/or creative project activities. I fully understand the University's policies against plagiarism, and agree to abide by the University Honor Code, which states that "the core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community".

I agree to meet with the other groups involved in the initiative before traveling, document the process of the project through a blog or other public journal and provide a public presentation if requested.

SIGNATURE OF APPLICANT \_\_\_\_\_

---

By signing, I agree to mentor and advise the awardee about fiscal responsibility in the expenditure of the funds through department offices and personnel in accordance with fund guidelines and university rules.

SIGNATURE OF FACULTY SPONSOR \_\_\_\_\_

*\*Electronic signatures acceptable*