

**Request for Pre-Approval of a Professional
Development Stipend: Stateside Funding***Restricted to professional development training and workshops*

All professional development (PD) stipend opportunities must be approved and publicly advertised prior to the training or workshop. Forward completed request form with Dean/MPP signature to the Office of Faculty Affairs and Success (facultyaffairs@sonoma.edu), who will send notification of the final decision. Details about the proper administration of professional development stipends can be found in technical letter HR/Salary 2023-11.

TO BE COMPLETED BY REQUESTOR	
Name:	College/Center:
Training/Workshop Dates:	Maximum # of Participants:
Stipend Amount:	Total Maximum Cost:

Training/Workshop Title:
Goal of the training/workshop: <i>(Attach additional pages if needed)</i>
How does the program/activity benefit the University and/or faculty member?
Participation requirements (including estimated hours) and expectations for stipend compensation (deliverables):

Requestor Signature	College Dean/MPP/Director Signature*

* Dean/MPP: By signing, I confirm funding is sufficient to offer the PD stipend amount advertised to the maximum number of participants requested, that it is the responsibility of our office to confirm participant eligibility per the language of technical letter HR/Salary 2023-11, and to validate participant completion before submitting a payment request to the Office of Faculty Affairs and Success.

Email the completed request form and draft PD stipend announcement to facultyaffairs@sonoma.edu

ACADEMIC AFFAIRS USE ONLY	
Approved ☐ Yes ☐ No	
Comments:	
Associate Vice President for Faculty Affairs and Success Signature:	Date: