# Professional Development Fund Conference Meeting Grant

The purpose of this award is to provide NAHSL members with the opportunity to expand their professional expertise by attending conferences outside of the medical library realm. Examples of such meetings include but are not limited to those with a focus on technology or teaching. Furthermore, the NAHSL Professional Development Fund aims to:

* Encourage award recipients to become knowledgeable about new areas that will allow them to improve services within their institutions
* Draw attention to the librarians’ value to their institutions by providing them with tools that allow them to evolve in their professional role
* Promote knowledge sharing among colleagues across the region

**Eligibility Criteria**

Current members of NAHSL are eligible for PD awards (NAHSL dues must be paid by March 15th to qualify for this membership benefit). See the website for exceptions. The maximum amount per member per year for the Professional Development Fund cannot exceed $250. Awards can cover course/meeting fees, travel or hotel expenses.

# Award Guidelines

An applicant may receive more than one award per calendar year not to exceed $1000 in one year. Award applications will be considered and weighted for factors such as levels of institutional support; amounts of recently received NAHSL awards; professional involvement on the local, state, regional, or national level; statement of purpose for award use; number of applicants per institution; and geographical distribution of applications across the NAHSL region

# Deadline for Application

Apply by one of the following deadlines. You will be notified within two weeks of the deadline if your application is selected for funding.

* March 31, 2017
* June 30, 2017
* September 30, 2017
* December 17, 2017

Chair must receive application at least 4 weeks before the start of a program/course AND by one of the deadlines above. If selected, you must attend the conference or course within three months of grant award.

# Dissemination

Award recipients and their administrator will receive notification of the award. By way of a blog post, award recipients must report back to the membership within two months of the conference/course. Blog guidelines are posted on NAHSL website. Blog posts should be emailed to the [Professional Development Chair](mailto:melanie.norton@yale.edu) for posting.

# Professional Development Fund Conference Meeting Grant

## Application (Quarterly Award)

## Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Job Title:

**Library: Full Time:** **Part Time:** 

**Organization:**

**Address:**

**Phone: Email:**

**Conference/ course** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of conference/course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost of conference/course** $ \_\_\_\_\_\_\_

**Application Deadline:** March 31 **\_\_\_\_** June 30 **\_\_\_\_** September 30 **\_\_\_\_** December 17 **\_\_\_\_**

**Total amount requested (May not exceed $250)**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a new NAHSL member?** Yes: No: **What year did you join?**

**Have you received a NAHSL award within the last two (2) years?** Yes: No: 

**What level of institutional financial support do you receive?** None: ; Partial: ; Full: 

**Provide a description of the conference.**

**State your goal, and describe in detail what you expect to take away from this conference. ­­­­­­­­­­­­­­­­­­­­­**

**How will attending this conference/course influence your current position?**

**How will attending this conference/course influence your current position?**

**Please summarize any recent professional organization work you have pursued:** (e.g. local, state, regional or national committee(s) served on within the last two years?)

Your signature indicates that you agree to write and publish a summary of a speaker/another part of the meeting and/or class on NAHSL’s blog within two months of completion (blog guidelines are posted on the website). Blog posts should be emailed to the [Professional Development Chair](mailto:melanie.norton@yale.edu) for posting. Within a month of the grant award activity, a check request form with appropriate documentation must be submitted to the [Professional Development Chair](mailto:melanie.norton@yale.edu), who will then forward to the Treasurer for payment. All documentation and check requests must be completed by December 1 in the calendar year for which the grant was awarded (unless submitting for the December 17 deadline). Any delay will result in reimbursement rejection.

**Signature**: **Date:**

After reviewing the form for completeness, please email application to the Professional Development Chair: Heather Johnson, Biomedical Libraries, Dartmouth College, [Heather.A.Johnson@dartmouth.edu](mailto:mHeather.A.Johnson@dartmouth.edu)