

## Professional Development Support Application Checklist

- Areas of benefit
  - o Your current position
  - o Your career
  - o Your library
  - o The profession
  
- Identify opportunities
  - o Organizations
  - o Vendors
  - o Check websites, newsletters, etc.
  - o <http://www.lisjobs.com/careers/conference-funding.asp>
  
- Prepare
  - o Check requirements
  - o Research the award, evaluation criteria, the committee, and past recipients
  - o Estimate travel expenses
  - o Research the conference or workshop
  - o Focus on how **this** award will help **you**
  - o Double check limitations
  - o Ask a colleague to review your application

Created by Kristin Whitehair, University of Kansas  
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