

Please type or print legibly. Attach up to four (4) additional sheets, if necessary.

Name \_\_\_\_\_

Title \_\_\_\_\_ Department/Office \_\_\_\_\_

Work Address \_\_\_\_\_

Work Telephone \_\_\_\_\_ Email address \_\_\_\_\_ Years of OSU service \_\_\_\_\_

Appointment:  Full Time  Classified Civil Service Staff  
 Part Time ( \_\_\_\_\_ %)  Administrative and Professional Staff  
(must be at least 50%)  Sr. Administrative and Professional Staff

How did you learn about the SCDG program? \_\_\_\_\_

Have you previously received a SCDG?  Yes  No If yes, when? year \_\_\_\_\_

Grant amount requested \$ \_\_\_\_\_ (maximum \$500)

Will your department underwrite a portion of the expenses?  Yes  No If so, dollar amount \$ \_\_\_\_\_

1. Please identify when, where, why, and how you intend to use this grant in 2012 (detail of expenses is **required**):

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2. Describe how the activity will benefit you, your department, and/or the university:

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Applicant's Signature (Signature unnecessary if submitting electronically) \_\_\_\_\_ Date \_\_\_\_\_

Submit one (1) hard copy of the completed application to Staff Career Development Grants Program to the Office of Human Resources, Suite 300, 1590 North High Street, Columbus, OH 43201-2190.  
Or, submit via email as attachment (no more than 5 pages total) to: [staffgrant@hr.osu.edu](mailto:staffgrant@hr.osu.edu) by 5 p.m., October 24, 2011.