

MARY JO SMALL STAFF FELLOWSHIP  
Application Form

This application is to be used to apply for the Mary Jo Small Staff Fellowship. Please refer to the instructions for eligibility and criteria for nomination, and information about the application and selection process. **This application form must be completed in it's entirety to be considered for the award.**

A. Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Professional/Scientific  Merit  Merit Exempt/Confidential

Number of Years Employed at the University: \_\_\_\_\_

Number of Years in Current Position: \_\_\_\_\_

Has the applicant **received** this award within the last 3 years? Yes \_\_\_\_ No \_\_\_\_

If **yes**, please indicate the year awarded \_\_\_\_\_

B. Amount **requested** from the MJS Staff Fellowship \$ \_\_\_\_\_  
Please indicate any matching funds to support expenses \$ \_\_\_\_\_ Total Costs \$ \_\_\_\_\_  
Source of matching funds: \_\_\_\_\_

C. In 250 words or less, please describe the workshop, seminar, or symposium and the importance to your career and how it will enhance your job performance.

D. Present a budget detailing costs for registration, travel, lodging, meals, and other expenses. Identify sources of matching funds to help support these expenses. Indicate any previous University support to attend workshops, meetings, or conferences.

E. Attach a minimum of two and a maximum of three letters of endorsement including one from the applicant's supervisor (limit one page, one side each).

F. Additional information may include the following: (limit one page/one side total)

1. Involvement in work related or professional organizations.
2. Publications, research, patents, or creative works.
3. Honors or other recognition.

Supervisors Signature\* \_\_\_\_\_ Date: \_\_\_\_\_

**\*The Supervisors' signature is required if work-release time is necessary to attend the conference/event.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**NOMINATION DEADLINE JULY 1**

Send all materials to: UI Learning & Development, 121-51 USB. Please call 335-2687 if you have any questions.

**THE UNIVERSITY OF IOWA**  
**MARY JO SMALL STAFF FELLOWSHIP**  
**Application Instructions**

The Mary Jo Small Fellowship is an award that University of Iowa staff members may use to help defray costs of regional, national, or international meetings or workshops, training opportunities on and off-campus, and/or work release time to prepare publications.

**Eligibility and Criteria**

1. All Professional and Scientific and Merit staff members who hold a regular appointment of 50% time or greater and have been currently employed for two or more consecutive years at the University (with no breaks in employment) by the application deadline, are eligible for the Mary Jo Small Staff Fellowship.
2. Selection for the awards will be based upon documentation of recognized contributions, which support the University's mission and goals.

**Application and Selection Process**

1. Complete the application providing the required information and submit to UI Learning & Development no later than July 1<sup>st</sup> of any given year. Selections will be announced the following August.
2. Applications must be on time and properly completed. Applications may be self-initiated or submitted by a colleague. Submissions received after the deadline will be returned. Submissions not properly completed will be returned to the applicant for proper completion and must be resubmitted by the July 1 deadline to be considered.
3. All recipients will be chosen by the selection committee chaired by the Learning & Development Coordinator and appointed by the Staff Council Committee on Committees. This committee will be composed of Merit and Merit Supervisory Exempt/Confidential, Faculty, and Professional and Scientific representatives, including the current Secretary of Staff Council.
4. Letters of support (not to exceed three) will greatly impact the selection process. Applications that do not request the maximum award of \$1500.00 will be favored in order to fund the greatest number of applicants.