

## UNO Arts and Sciences Staff Fund for Excellence

**Background:** Through a generous gift to the University of Nebraska Foundation by former staff assistant Kathy Schwartz, staff (non-faculty) in the College of Arts and Sciences at the University of Nebraska at Omaha can apply for financial awards that benefit their professional development. This fund can be used for items including, but not limited to, equipment, conference fees, and travel expenses. The award recipients and amounts are to be determined by the Dean of the College of Arts and Sciences.

**Limitations:** No single award shall exceed \$500. Individuals are limited to two awards per fiscal year, the total of which shall not exceed \$500.

All recipients shall follow NU Foundation and University policies and State laws, which dictate allowable expenses and reimbursement procedures. Award recipients should work with the Dean's Office to coordinate expenses.

**To Apply:** Fill out the following information and submit this form to the Dean, College of Arts and Sciences in Arts & Sciences Hall 240 or via e-mail at unocasdean@unomaha.edu.

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

Department/unit: \_\_\_\_\_

Total amount requested: \_\_\_\_\_

Planned date of expense: \_\_/\_\_/\_\_\_\_

Brief description of how or why the award would benefit professional development and/or improve the requestor's unit and brief detail of planned expenses (attach additional sheet if necessary).

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\_\_\_\_\_  
**Requestor signature/date**

\_\_\_\_\_  
**Requestor Chair/Supervisor signature/date**

\_\_\_\_\_  
**Dean signature/date**

\_\_\_\_\_  
**Amount approved**