

# Dilling Yang Staff Scholarship Program

## Guidelines

Grow your talents



Develop your skills

Thank you for your interest in the Dilling Yang Staff Scholarship Awards. The following guidelines will help you with your application. To apply for a scholarship award, please **review these guidelines** and **complete the scholarship application (below)**. If you have any questions, please email Linda.Broen@hr.ucsb.edu or call x-3482.

1. The purpose of the Dilling Yang Staff Scholarship Program is to support the professional development of **non-probationary career staff** with a **full-time-equivalent salary less than or equal to \$4,200 per month**.
2. Granting of the scholarship awards is selective; not all applicants may receive funding.
3. Generally, scholarship awards will be granted up to \$250 per proposal to a maximum of \$250 per person, per scholarship year (July-June).
4. Scholarship applications must be submitted for a SPECIFIC quarter (Summer, Fall, Winter, or Spring) in the current scholarship year (July-June). Applications intended to cover an entire year will NOT be accepted.
5. Scholarship applications must indicate the SPECIFIC title of the professional development activity for which funding is being requested.
6. For all professional development activities, other than UCSB Human Resources Training classes, **proof of registration and payment must be submitted with the scholarship application**.
7. Application submission deadline dates for priority consideration are as follows. Note: Late applications may be considered.

Summer professional development activities (Jul 1 - Sep 30)	<b>August 15</b>
Fall professional development activities (Oct 1 - Dec 30):	<b>October 15</b>
Winter professional development activities (Jan 1 - Mar 31):	<b>January 15</b>
Spring professional development activities: (Apr 1 - Jun 30):	<b>April 1</b>
8. Awards can be used **for registration and educational fees only** for courses, training and other learning opportunities offered at **UCSB only**. Examples include:
  - UCSB [undergraduate and graduate](#) courses including [Reduced Fee Enrollment](#)
  - UCSB [Extension](#) courses including [Open Enrollment](#)
  - UCSB [HR Training & Development](#) courses and workshops (e.g., Supervisory Certificate Program.)
  - UCSB affiliated conferences such as those offered by the [Professional Women's Association](#)
9. If your application is approved, reimbursement payment will be issued by Human Resources, providing that **proof of registration and payment has been received** by HR Training.
10. Within two weeks following the professional development activity, the applicant must complete a Dilling Yang Staff Scholarship Program evaluation form and return it to HR Training & Development, mail code 3160.
11. A certificate of recognition will be granted to each scholarship recipient following the conclusion of the scholarship year.

# Dilling Yang Staff Scholarship Program Application Form

UCSB Human Resources, Training and Development

Grow your talents



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**Last Name**  **First Name**  Emp. ID

If applying for funds for UCSB Academic courses, enter your PERM number:

Email  Phone Ext.  Mail Code

Length of UCSB Employment  Length of UCSB Service at Current Job Level

Payroll Title Code (4-digit #)

Department Name  Dept. Code (4-letters)

Supervisor's Name

Supervisor's Email  Supervisor's Phone Ext.

Quarter of Course/ Conference (Select ONLY one)

Fall     Winter     Spring     Summer

**Below, please list each UCSB course/conference name, date, code, and its cost.**

**1.** Course/Conference Name  Course Code:

Date:   HR Training Course     Extension Course     Academic Course     Other    **Cost \$**

**2.** Course/Conference Name  Course Code:

Date:   HR Training Course     Extension Course     Academic Course     Other    **Cost \$**

**3.** Course/Conference Name  Course Code:

Date:   HR Training Course     Extension Course     Academic Course     Other    **Cost \$**

**4.** Course/Conference Name  Course Code:

Date:   HR Training Course     Extension Course     Academic Course     Other    **Cost \$**

**TOTAL Scholarship Amount Requested \$**

Information used for reporting of scholarship awards:

Gender:  Female  Male  
Race/Ethnicity:  American Indian  Asian  Black  Hispanic  White

**Below, please explain the reasons why you are submitting an application for a Dilling Yang Staff Scholarship Award including how the UCSB course/conference meets your professional development and/or educational goals and how it will enhance your job skills. If you prefer, you may type your explanation and attach the document to your application.**

<b>Applicant's Name</b>	<input style="width: 95%;" type="text"/>	<b>Applicant's Signature</b>	<b>Date</b>
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<b>Supervisor's Signature Approval</b>	<b>Date</b>
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- APPLICATION SUBMISSION INSTRUCTIONS**
1. Print out, sign and date application.
  2. Have your supervisor sign and date application
  3. **ATTACH documentation verifying enrollment in and payment of fees for the activities listed on your application.**  
( For HR Training courses print out Training Schedule or Invoice from UC Learning Center.)
  4. Submit application packet **via CAMPUS MAIL** to:  
**Human Resources, Training and Development, Mail Code 3160**

<b>SECTION BELOW FOR HR TRAINING &amp; DEVELOPMENT 'S USE</b>		
<b>Training &amp; Development Representative's Signature</b>	<b>Date</b>	<b>Scholarship Awarded</b>
		\$

