

# 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 [katharine.martin@hr.ucsb.edu](mailto:katharine.martin@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 \$5,300 per month** (effective January 1, 2020).
2. Granting of the scholarship awards is selective; not all applicants may receive funding.
3. Generally, scholarship awards will be granted up to \$500 per proposal to a maximum of \$500 per person per year. Other amounts may be considered (e.g., for higher tuition costs for UCSB undergraduate and graduate courses, special one-time funding requests, etc.).
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): **August 15**

Fall professional development activities (Oct 1 - Dec 30): **October 15**

Winter professional development activities (Jan 1 - Mar 30) **January 15**

Spring professional development activities (Apr 1 - Jun 30): **April 1**

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 University](#)  
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



Develop your skills

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

Job Code and Job Code Description

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>
		\$