



Education &
Development
Grant for
Employees

The EDGE

The EDGE is available to University of Houston-Downtown full-time staff members interested in attending seminars, workshops, training sessions, continuing education courses, etc. that are related to their jobs.

The University of Houston-Downtown Staff Council has established a grant award for its staff members as part of the ongoing effort to promote staff education and self-development. One grant will be awarded per month to a full-time staff of the University of Houston-Downtown. The maximum award per workshop/seminar, etc. is limited to \$500. Recipient will be chosen utilizing a [standard rubric](#) by the UHD Staff Council Staff Affairs Committee. The award is non-transferable, and if not used by the seminar date, it must be returned to the Staff Council account.

Criteria

- Applicant must be a UH-Downtown full-time staff member with a least 6 months of continuous employment.
- Applicant may not apply for more than one seminar/workshop or submit more than one application per month.
- Only one award per person per six months from award date.
- Seminar date must be within six months from date of application.
- Applications will remain active until seminar date expires.
- Seminar/workshop must be approved by the applicant's immediate supervisor. Applications without a supervisor's approval will not be accepted.
- Applications must be received by the [UHD Staff Council via email](#) by the **first Monday of each month**.
 - Applicants will receive notice of a decision by the *third Monday of each month*.



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First Name

Last Name

Job Title

Length of time at UH-Downtown as a full-time staff:

_____ Years

_____ Months

Department

Supervisor's Name

Supervisor's Email

Name of seminar or workshop for which you are applying (list only **one**)

Date(s) of seminar or workshop

Total cost of seminar or workshop

Provide link or registration information for seminar or workshop

How will this seminar or workshop advance your educational or professional development relative to your current role at UH-Downtown? How does your attendance or participation align with your professional goals?

Applicant's signature

Date

Supervisor's signature (required)

Date
