THE UNIVERSITY OF TENNESSEE SYSTEM

CAREER DEVELOPMENT FUND (CDF)

Please Note: You must submit your application at least three weeks before the event for processing and approval by the CDF Committee in advance of the program or activity. Applications are not completed unless a description indicating date, location, and cost of the program is attached. Maximum funding is $150 per fiscal year for each applicant.

I request that my participation in the following program be supported by the Career Development Fund.

Program _____

Organization sponsoring program _____

Date of program _____ **Time** _____ **Cost** _____

Briefly describe (attach a brochure, flyer, etc.) the program you wish to attend. In the space below, explain how your participation will be beneficial to your career and to the University.

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I understand that the Career Development Fund Committee will review this application only after my department head has approved it. I further understand that my department head will be notified of any request that is approved by the Career Development Fund. I understand that my approval will be based on availability of funds.

Applicant name _____

Applicant campus mailing address _____

Applicant job title	**Applicant personnel number**	**Department name**
Cost center	**Signature**	**Date**
Supervisor name (print)	**Supervisor signature**	**Date**

Please scan and email completed application plus description of event to ***bonnie.frank@tennessee.edu***

Revised 01/2023