



**E**ducation &  
**D**evelopment  
**G**rant for  
**E**mployees

## 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 amount per staff member 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 submit more than one application per month.
- Only one award per staff member per fiscal year.
- 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 Wednesday 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?

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Applicant's signature

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Supervisor's signature (required)

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Date

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Date