



The Robert A. Knight Professional Development Fund

The Robert A. Knight Professional Development Fund was created by Dean Brewer in honor of Associate Dean for Administration & Finance. The Fund provides financial support for administrators interested in educational opportunities that maintain or improve skills necessary to their current role.

Administrators may request up to \$1,500 each academic year by submitting to your Department Administrator. Once approved by both the Chairperson and Department Administrator, it is the applicant’s responsibility to submit the application to Steinhardt’s Office of Administration & Finance. The applicant will be notified within two weeks whether this application has been approved or denied.

Notes:

1. Approval is subject to the availability of funding and determinations are made on a first-come, first-served basis.
2. Funds in excess of \$1,500 may be provided out of your unit’s budget. Either your Department Administrator or your immediate supervisor must approve the additional spending *before* you submit your RAK application.
3. Administrator’s home department will cover approved expenses. Finance will execute a JEMS upon notification that expense reconciliation is complete. Additional supporting documentation may be required to complete this step. (Supporting documentation must include a copy of the signed RAK application, AP Workflow #, copy of receipts if expenses incurred with CTA or PCard including cardholder name where applicable).
4. All expenditures made with approved funds are subject to NYU policies governing business expenses.

| | |
|-------------------------|---------------|
| _____ | _____ |
| <i>Name</i> | <i>Phone</i> |
| _____ | |
| <i>Amount Requested</i> | |
| _____ | _____ |
| <i>Department</i> | <i>Net ID</i> |

1) Describe the professional development activity.

2) Describe how this activity maintains or improves skills needed in your present work.

Approved by:

| | |
|-------------------------------------|-------------|
| _____ | _____ |
| <i>Department Administrator</i> | <i>Date</i> |
| _____ | _____ |
| <i>Department Chair</i> | <i>Date</i> |
| _____ | _____ |
| <i>Administration & Finance</i> | <i>Date</i> |