

HOW TO APPLY FOR THE STUDENT PROFESSIONAL DEVELOPMENT FUND—TIER 1

1. Make sure you are logged into your SFCM Gmail account.
2. Go to sfc.edu/pdec, click the “SPDF” button in orange row.
3. Click on “CLICK HERE TO APPLY.” This opens up the application in a new tab.
4. Fill out the basic information about yourself at the top, down to PROJECT PROPOSAL.
5. Write your **two-page** proposal in a separate word processing program. Here is a suggested format:
 - a. Who you are, how much you are asking for, and what you will be spending it on. (Very short paragraph.)
 - b. 2-3 paragraphs about the project itself: Why is this project significant within your field and **why is it important to YOU at this point in your career?** Don’t assume that anyone knows anything about your instrument or what it entails, including the names of popular competitions, summer programs, etc.
 - c. 1-2 paragraphs discussing the budget and timeline: When do you plan to accomplish this project and where, roughly, are your budget numbers coming from? (No need to list all the amounts out since they will appear in your budget.)
6. Save the Proposal as PDF.
7. Upload the PDF to Google Drive.
8. Get the Share link for the file in Drive. You can right-click it, control-click it, or click the “chain” icon in the top right of Drive. (Note: this is NOT the URL shown at the top in your browser.)
9. Copy the link.
10. Return to the application and paste that link into the box provided.
11. Click on the link provided for the Proposal Budget template.
12. In the Budget Template, put your cursor over the yellow highlighted box in A-1 and read the instructions in the window that appears. Note that you must go to File-Make a copy to save a new copy with your name (i.e., “Doe-SPDF Budget F15”) before you can enter anything into the template.
13. Enter the appropriate amounts in the categories provided, ignoring any categories that aren’t relevant. Make sure that the Surplus/Deficit says “\$0.”
14. Once everything is entered, click the blue button in the top right corner that says “Share.” Click “Get shareable link” (or “Copy link”).
15. Return to the application and paste that link into the box provided.
16. Click Submit.