



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE

## memorandum

February 9, 2017

To: Members of CAC

Subject: Procedures for Applying for RTRF Professional Development Funds

In a memo dated January 25, 2017, I disseminated the FY 17 Research and Training Revolving Fund Allocation Plan. In this plan, \$106,983 was allocated for professional development (Account Code 380139).

Faculty and staff wishing to apply for RTRF funding to promote their professional development, including travel, should complete and submit the attached form to the Chancellor, via their Department Chair/Unit Head and program administrator.

Applications for these funds will be reviewed at the weekly administrative staff meeting. Successful applicants must submit a report upon completion of the activity, detailing the actual outcomes of the activity and their dissemination.

A handwritten signature in black ink, appearing to read 'Louise Pagotto'.

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Louise Pagotto

Attachment: Professional Development Training Request Form