

## Central Conference Funds Process and Important Facts:

- There are two request periods annually
  - May 11<sup>th</sup> thru 15<sup>th</sup>
  - November 9<sup>th</sup> thru 13<sup>th</sup>
  - Each request period will be 5 days in length (Monday-Friday)
    - Large numbers of applicants are being received and the allotted funds are being spent on applicants who apply within the first day of the opening of requests
- Approvals are based on first come, first serve and announced the first week of the month following approval by the Joint Implementation Team
- You must have your Clinical Nursing Director/Supervisor approval to be released for the conference you are applying to attend when you submit your application. They should notify you of how many business days you will be receiving to attend this event. You will have to request PTO for any other time you need off if you need more time to attend.
- All applications that are submitted without Clinical Nursing Director/Supervisor approval will be not be considered
- If you are considering a cruise then know that your request will be limited by the number of CEU's that are available (example: 7-day cruise but only 14 CEU's- pay for flight, registration and only 2 nights of lodging)
- Conferences must be eligible for CEU's and you will be asked to submit your brochure with your application
- You are only eligible for these funds every 3 years
- If you decide not to use your approved funds, then you must notify your Clinical Nursing Director/Supervisor asap so the funds can be dispersed in the next request period
- You need to be specific in your request for registration costs, lodging and transportation. Per Diem expenses can be found at <https://spg.umich.edu/policy/507.10-1>. The requested funding cannot include a rental car, pre-conferences, and memberships unless included in registration.
- If you have expenses greater than your approved amount, then those expenses will be your responsibility unless you have made other arrangements with your Clinical Nursing Director.