

Site Visit Grant Application | 2023-2024

Start of Block: Default Question Block

Q1 The Site Visit Grant is an opportunity for small groups (up to 4 people) of UW-Madison advisors, career services and/or learning support staff to visit other locations with the purpose of discovering innovative practices, sharing ideas for improving services, and learning new approaches for helping students. Be creative with how your team defines a site visit! Ideas for the Site Visit Grant might include visiting:

- A similar office at another campus
- A city/geographical area that many UW students land after graduation
- An employer/group of employers in a particular industry
- Graduate schools that students gravitate towards
- A nonprofit that aligns with the mission of your work

Campus Site Visit Grant recipients may be awarded up to \$2,500 total for their group.

Q2 How many staff members are applying for this grant?

- 1 (1)
 - 2 (2)
 - 3 (3)
 - 4 (4)
-

Display This Question:

- If How many staff members are applying for this grant? = 1*
- Or How many staff members are applying for this grant? = 2*
- Or How many staff members are applying for this grant? = 3*
- Or How many staff members are applying for this grant? = 4*

Q3 *TEAM LEADER CONTACT INFORMATION/

TEAM MEMBER #1

- Name (1) _____
- Job title (2) _____
- Department/Unit (3) _____
- Email (4) _____
- Phone (5) _____
- Supervisor Name (7) _____
- Supervisor Email (6) _____
- Name of Department's Financial Point of Contact (9)

- Email of Department's Financial Point of Contact (8)

Display This Question:

- If How many staff members are applying for this grant? = 2*
- Or How many staff members are applying for this grant? = 3*
- Or How many staff members are applying for this grant? = 4*

Q4 TEAM MEMBER #2 CONTACT INFORMATION

- Name (1) _____
- Job title (2) _____
- Department (3) _____
- Email (4) _____
- Phone (5) _____
- Supervisor Name (6) _____
- Supervisor Email (7) _____
- Name of Department's Financial Point of Contact (8)

- Email of Department's Financial Point of Contact (9)

Display This Question:

If How many staff members are applying for this grant? = 3

Or How many staff members are applying for this grant? = 4

Q5 TEAM MEMBER #3 CONTACT INFORMATION

- Name (1) _____
- Job title (2) _____
- Department (3) _____
- Email (4) _____
- Phone (5) _____
- Supervisor Name (6) _____
- Supervisor Email (7) _____
- Name of Department's Financial Point of Contact (8)

- Email of Department's Financial Point of Contact (9)

Display This Question:

If How many staff members are applying for this grant? = 4

Q6 TEAM MEMBER #4 CONTACT INFORMATION

Name (1) _____

Job title (2) _____

Department (3) _____

Email (4) _____

Phone (5) _____

Supervisor Name (6) _____

Supervisor Email (7) _____

Name of Department's Financial Point of Contact (8)

Email of Department's Financial Point of Contact (9)

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Q7 Describe the site visit you're interested in taking. Please note: We encourage you to select a site that is within reasonable driving distance of UW-Madison. This grant does not cover airfare.

Q8 Proposed date(s) or date range for visit:

Q9 Have you established a connection with the campuses/organizations your team would like to visit?

Yes (1)

No (2)



Q13 Why did you team select this particular site visit and what does your team hope to gain from the experience? How will the focus of the site visit address a need in the advising, career services, and or/ learning support community? (1-2 paragraphs)

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Q14 Please attach your itinerary (or proposed itinerary) for your visit:

Q15 Please upload a signed [Supervisor Support Form](#) for each team member.

Download the form to edit. Save As "YourLastName_Supervisor Support Form."

Team Member #1

Q16 Team Member #2

Q17 Team Member #3

Q18 Team Member #4

Q45 How might you share/bring back what you learned with the greater advising, career services and learning support community after your site visit?

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Q22 If possible, please encourage your unit/department to contribute funds to help the Office of Undergraduate Advising extend this grant to as many teams as possible. *Additional contributions from unit's/department's are not part of the selection committee's criteria.*

Will your unit(s) be able to contribute professional development funds?

- Yes (1)
- No (2)
- Maybe (3)

Display This Question:

*If possible, please encourage your unit/department to contribute funds to help the Office of Unde...
= Yes*

Q23 How much will your units/departments be able to contribute?

Q24 Please complete the budget estimate below (include totals for all team members). This grant will all expenses (except airfare). Expenses must meet the requirements of the [UW policies and procedures for reimbursement](#).

- Total Travel (not including air travel) (1) _____
- Total Lodging (2) _____
- Total Meals (3) _____
- Total Other (4) _____
- GRAND TOTAL** (6) _____

Q25 By selecting "Continue" you will be submitting the application form and will no longer be able to edit your application. Auto-save is enabled on this form. If you wish to continue editing, simply exit this page. You can access your application again through the link on the [Campus Site Visit Grant webpage](#).

End of Block: Default Question Block
