

**COLLEGE OF SAN MATEO**  
**MANAGEMENT DEVELOPMENT PROJECT PROPOSALS**  
**DIRECTIONS**

**Applications**

To avoid delays in the approval process please fill out the Applicant portion of the form completely and provide the requested attachments as appropriate.

**Coding for Reporting Staff Development Categories under AB 1725**

To facilitate reporting how the portion of these funds are spent please enter one of the following three-letter codes into the "1725 Code" box in the upper right corner of the Application Cover Sheet.

- TEA Development of new educational/teaching strategies to meet the needs of students
- CUR Maintenance of current academic or technical knowledge and skills
- VOC In-service training for vocational education and employment preparation programs.
- RET Retraining to meet changing institutional needs
- EXC Intersegmental exchange programs
- TEC Computer and technological proficiency programs
- AFF Courses and training implementing diversity and upward mobility programs
- INN Development of innovations in administrative techniques and program effectiveness

**Routing of Applications**

Please send a copy of the Application Cover Sheet to your immediate supervisor to assure his/her awareness of the proposed project. Send the application and attachments to the CSM Management Development Committee, c/o Tarana Chapple, 10-411. Sending the application electronically via email is the preferred method: [chapplet@smccd.edu](mailto:chapplet@smccd.edu)

**Timelines**

Proposals will be accepted on a continuing basis as long as funds are available. They should be submitted at least 7 days in advance of the event or activity.

**Reimbursement**

For reimbursement of expenses a *SMCCCD State of Conference Expense* form must be completed and receipts submitted after the completion of the Management Development activity. Advances can be arranged with the timely submission of a *SMCCCD Request for Conference Attendance Approve/Advance* form.