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) 

________________________________________________________________

Page Break
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.

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

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________________________________________________________________
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________________________________________________________________
________________________________________________________________

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)
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 your 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 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. = 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