**Professional Development/Exchange Program - Application Form**

Applications are due by **February 29, 2024.** The Committee will notify applicants in March 2024. Awardee/s must complete each of the following by **July 15, 2024**:

1) institutional visit; 2) submit a final report to the host institution and the Professional Development Committee; and 3) request reimbursement from the SCAMeL Treasurer.

Send submissions to Will Olmstadt: will.olmstadt@lsuhs.edu

**A. Name of visiting librarian (applicant)**:

University:

Library:

Address:

City, State, Zip:

Email:

Phone:

**B. Host library/libraries to be visited**:

University:

Address:

City, State, Zip:

Host library director:

Host site coordinator (if different than director):

Email:

Phone:

**C. Is this a reciprocal exchange?** \_\_Yes \_\_No

**D. Goal(s) of visit(s)**:

**E. 500 – 1000 word narrative describing the proposed exchange**:

**F. Proposed visit dates and draft itinerary**:

**G. Plan for sharing “lessons learned**” with others (e.g., in-service at home institution, poster presentation):

**H. Budget** (provide best estimates):

**I. Letter of support** from applicant’s director, indicating institutional responsibility for any expenses beyond that of the award, if necessary (please attach).

J. For additional information, please refer to the SCAMeL website at <http://www.tulane.edu/~scamel/grants.htm>