U.S. Department of State

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EXPIRATION DATE: 10-31-2027
ESTIMATED BURDEN: 2.75 Hours

GCLO Professional Development Fellowship (PDF) Application Form

Global Community Liaison Office

U.S. DEPARTMENT of STATE | HUMAN RESOURCES

By submitting this application, if selected for funding, I consent to the publication of my name by the Department of State as a recipient of a GCLO Professional Development Fellowship and to quote my comments about my experience in relevant publications.

☐ *Initial Here*

Please read carefully and follow the instructions linked below. Applications that are late, incomplete, or contain ineligible expenses will not be considered.

PDF Form Instructions

SECTION I: PERSONAL DATA

Last Name	First Name

Email - Personal	Email - Work *(Official - Optional)*

Check one:

☐ Eligible Family Member Spouse ☐ Member of Household Partner

Check all that apply:

☐ First-time fellowship applicant ☐ Prior fellowship applicant

☐ Prior fellowship recipient (Select all applicable fellowship period(s)): (Most Recent) (Period) (Period)

If you were a prior recipient, how did you use your PDF? (maximum 250 characters)

Employee Sponsor Last Name	Employee Sponsor First Name	Employee Sponsor Email - Work (*Official*)

Employee Sponsor Agency	Employee Sponsor Agency "Other"

Employee Sponsor Post of Assignment during PDF Period	Dates of Assignment during PDF Period (MM/YYYY)
	to

Is your spouse assigned to an unaccompanied tour (UT) during the PDF period?

☐ Yes Where will you reside overseas during PDF period? _____

SECTION II: PROPOSAL DESCRIPTION

A. Project Type

Please select one (For more than one select "Other")

(Make Selection)

B. Proposal Synopsis

Include only project activities that take place during the fellowship period (maximum 400 characters)

C. Background

Summary of your professional background (maximum 1700 characters)

Current challenges in pursuing career goals (maximum 1700 characters)

SECTION III: DETAILED DESCRIPTION OF PROPOSED PROJECT

Include only project activities that take place during the fellowship period. Include links for activities and costs in the chart below your description. (maximum 3000 characters total)

Name of Provider	Link to Project Activity	Link to Project Cost

SECTION IV: BUDGET

Include only **eligible** project expenses for activities that **occur during the fellowship period**.
Please see instructions for eligible expenses.

1. Itemized breakdown of allowable reimbursable project expenses:

Total Reimbursable Project Expenses	0

2. Calculate minimum amount of Applicant Responsibility and Requested Fellowship Amount:

Total Reimbursable Project Expenses (from #1. above)	$ 0.00	A
25% Applicant Responsibility: A x 25%	$ 0.00	B
A - B	$ 0.00	C
Enter Requested Fellowship Amount*		D
Remaining Additional Self-Funded Costs (if any) C - D		E

*Maximum reimbursable PDF fellowship amount is $2,500 and minimum is $1,000.

SECTION V: COMPLETION

Future plans if offered fellowship (maximum 500 characters):

****Please save your application as LastNameFirstInitial (ie. Jane Doe = DoeJ.pdf) and email to the address listed in the INSTRUCTIONS .**

****Applications are due to GCLO no later than the date indicated in the instructions. Applications that are late, incomplete, or contain ineligible expenses will not be considered.**

Paperwork Reduction Act Statement

Public reporting burden for this collection of information is estimated to average 2.75 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to Global Community Liaison Office, 4000 Arlington Boulevard, E-3000, Arlington, VA 22204.

Privacy Act Statement

Authorities	The information is sought pursuant to 22 U.S.C. § 4026(b) (Establishment of the Family Liaison Office; renamed Global Community Liaison Office in 2021), 22 U.S.C. § 2651a (Organization of the Department of State), and 22 U.S.C. § 3921 (Management of the Foreign Service).
Purpose	The information solicited on this form will be used to award Professional Development Fellowships to Eligible Family Member spouses and Member of Household partners of employees of U.S. foreign affairs agencies to support them in their effort to develop, maintain, and/or refresh their professional skills while overseas.
Routine Uses	Uses for the system can be found in the System of Records Notice, State-31, Human Resources Records.
Disclosure	Providing this information is voluntary. However, failure to provide the information requested on this form may affect the applicant's eligibility to participate in the PDF program.