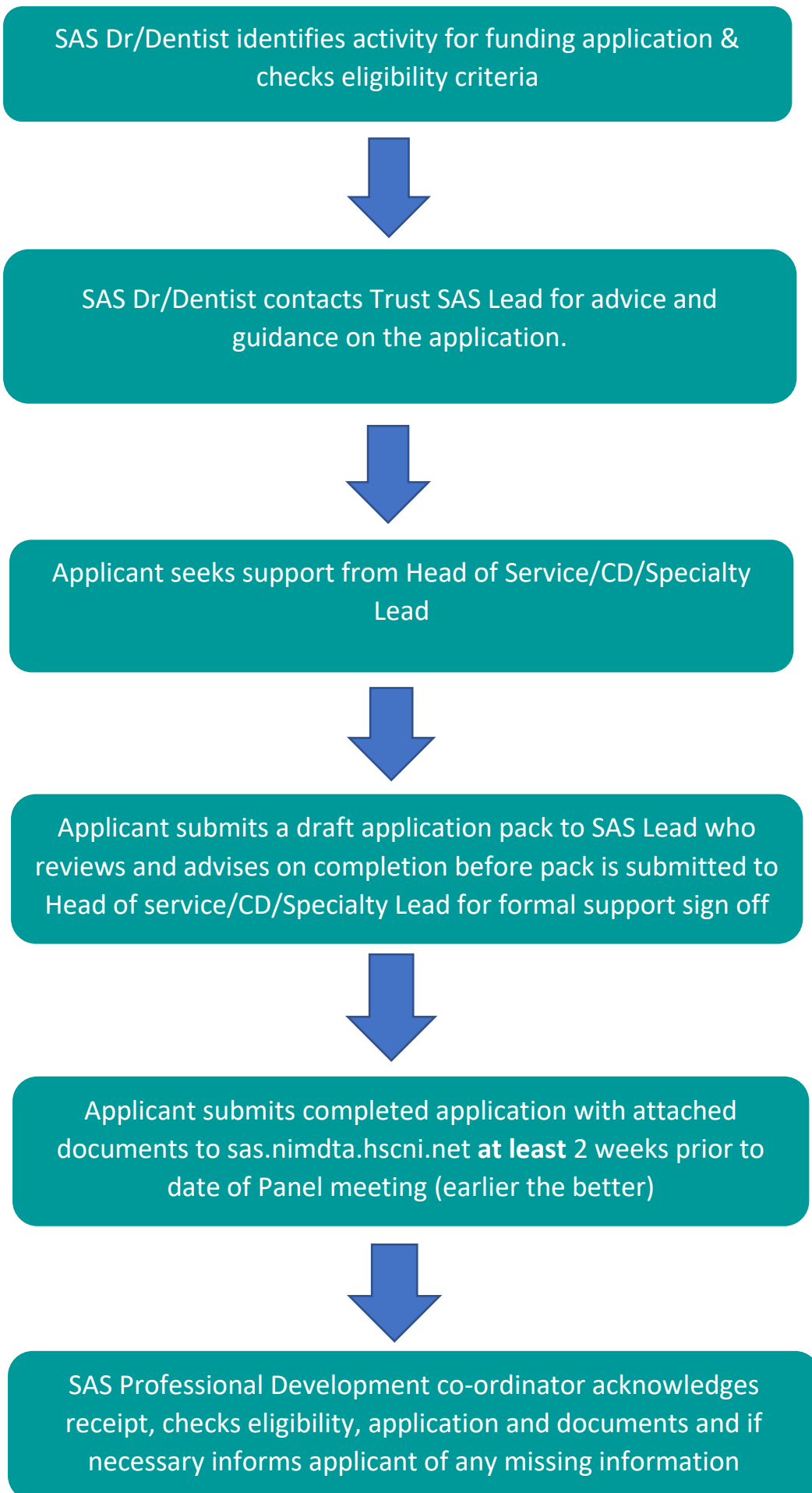


Flow Chart for Applications to SAS Professional Development Fund



Eligible, completed applications are distributed to Panel members by NIMDTA SAS Administration team not less than 1 week prior to panel meeting



SAS Professional Development Panel considers application against criteria and outcome is communicated to applicant by SAS Professional Development Co-ordinator



SAS Professional development co-ordinator raises a purchase order for the agreed costs of a successful application



Unsuccessful applicants are informed and may amend application and re submit on 1 further occasion



Applicant completes approved course/training



Applicant submits any approved expenses within 3 months for reimbursement



SAS Professional development Officer forwards 3 month post project evaluation for completion by applicant, SAS Lead and Head of Service/CD/Specialty Lead



SAS Professional Development Officer collects evaluation data and adds to agenda for discussion at next Panel meeting