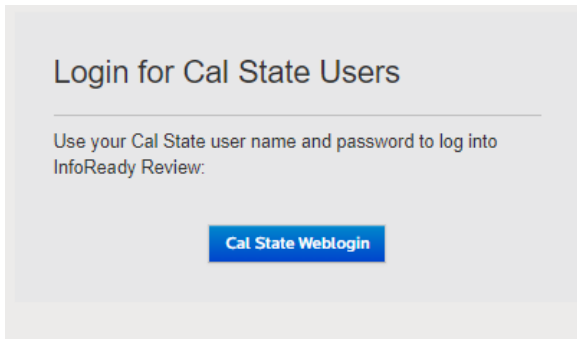
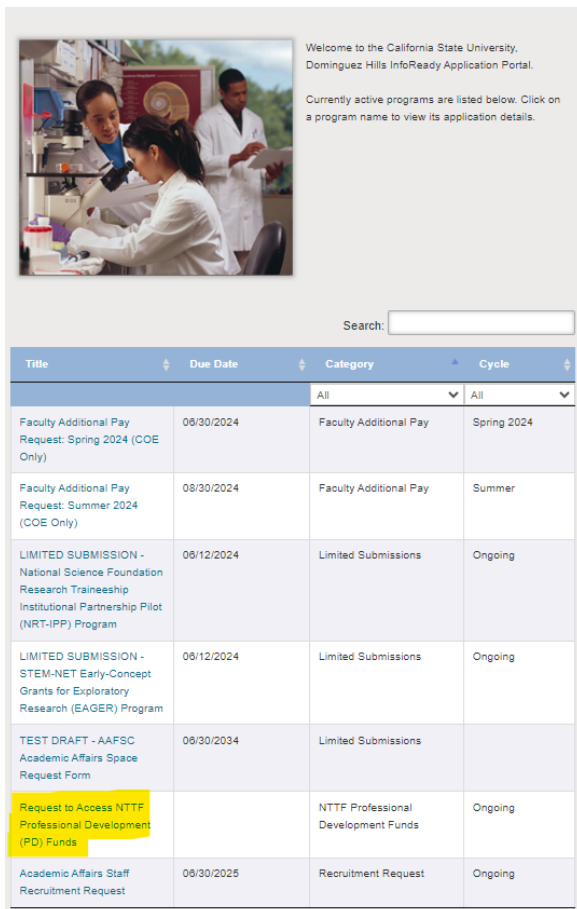


Request for NTTF Professional Development Funds via InfoReady

1. Access the main CSUDH [InfoReady Application Portal](#) page.
2. Click on the Cal State Weblogin icon and enter your campus login credentials. You will be prompted to approve the Duo Multi-factor authentication.



3. Once logged in, you will see the listing of the active DH applications/programs. Click on Request to Access NTTF Professional Development (PD) Funds.



Welcome to the California State University, Dominguez Hills InfoReady Application Portal.

Currently active programs are listed below. Click on a program name to view its application details.

Search:

Title	Due Date	Category	Cycle
Faculty Additional Pay Request: Spring 2024 (COE Only)	06/30/2024	Faculty Additional Pay	Spring 2024
Faculty Additional Pay Request: Summer 2024 (COE Only)	08/30/2024	Faculty Additional Pay	Summer
LIMITED SUBMISSION - National Science Foundation Research Traineeship Institutional Partnership Pilot (NRT-IPP) Program	06/12/2024	Limited Submissions	Ongoing
LIMITED SUBMISSION - STEM-NET Early-Concept Grants for Exploratory Research (EAGER) Program	06/12/2024	Limited Submissions	Ongoing
TEST DRAFT - AAFSC Academic Affairs Space Request Form	06/30/2024	Limited Submissions	
Request to Access NTTF Professional Development (PD) Funds		NTTF Professional Development Funds	Ongoing
Academic Affairs Staff Recruitment Request	06/30/2025	Recruitment Request	Ongoing

4. You can begin to complete your online NTTF Professional Development Funds request application.

Amount of PD Funds Requested – total amount that is being requested. Ex. If you are requesting 2 memberships include the total price for both memberships.

Category – applicants will only be able to choose one category. If multiple categories are being requested, the applicant will need to complete another Request for NTTF PD Funds form.

Travel - a Provost Office staff member will contact the applicant and provide them with necessary travel forms and instructions. Travel type and travel date information is required. Travel must not have occurred prior to submitting this request.

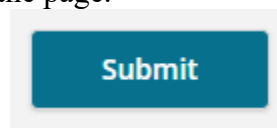
Publication Services – This will require additional approval from the Office of the Provost. Applicant will need to upload their completed [Request for Publication Related Expenditure](#) to the designated field on the Request for NTTF PD Funds form.

Summary of Request – Provide links to webpages as needed. For travel related requests, enter the conference/event name in this field. For professional/organizational memberships, include the specific membership you are requesting, the link, and the cost of the membership. If you are requesting a book, please include the title, author, edition, and ISBN number. Include necessary information for all purchase types.

Reimbursement – If a purchase was already completed and the applicant is requesting reimbursement, you will be required to submit receipts and a mailing address.

All other categories – applicants will need to provide the vendor name, address, and an invoice or quote for each requested purchase.

5. Once all the information has been entered click the submit button located on the bottom right of the page.



6. Once submitted, applicants will receive an e-mail notification that acknowledges submission of the request.

If you have any questions about your request, please send an email to acornejo@csudh.edu or call the office of the Provost at x3307.