



January 30, 2006

MEMORANDUM

TO: Deans, Directors, Department Chairs and Personnel Reps (a, b, c, d, e & n)
FROM: Stephen Lund, Associate Director, Office of Human Resources
RE: 2006-07 Academic Staff Professional Development Grant Program Part I

The Academic Staff Professional Development Grant Program, authorized by the Board of Regents, sponsored and administered by UW-Madison, is being offered for all UW-Madison academic staff who hold at least a 50 percent appointment. There will be a competition for the grant period **July 1, 2006 through December 31, 2006**. Information on the grant program will be announced in *Wisconsin Week* (copy included) and can be obtained from the web site:

<http://www.ohr.wisc.edu/grants/asprofdevgrtinfo.html>

The primary focus of these grants is on training and/or retraining to improve the effectiveness of academic staff members in their current roles. Please encourage your staff to consult either *Wisconsin Week*, or the web site listed above for the information on the Academic Staff Professional Development Grant Program.

Also enclosed you will find the same materials that are located on the web site: 1) Professional Development Recognition Committee (PDRC) memo to academic staff, 2) grant submission procedures, objectives, and criteria, 3) proposal cover page, 4) professional development grant proposal and 5) detailed budget page. You may duplicate these materials and distribute them to your academic staff or you may refer them to this office for copies (263-2511) if they do not have access to the web site. Examples of some successful grants in PDF format and summaries of previous proposals are listed on the web site.

Please note submission deadlines to:

Department Chair/Director	March 3, 2006
Dean/Director	March 17, 2006
Office of Human Resources	March 31, 2006

Because of the budget cuts required this year, it's possible that some departments are unable to contribute their 50% share of the funding for these grants. If that is the case in your college, we ask that you consider letting your staff know before they begin working on a grant application.

If you or your colleagues have any questions, please contact Pam Bauman, Office of Human Resources, 263-2511.

Office of Human Resources

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