



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

May 16, 2018

MEMORANDUM

TO: Deans, Directors, Chairs
CC: Faculty, Laurie Mayberry, Donna Seelye, Michaela Aust
FROM: Michael Bernard-Donals, Vice Provost for Faculty and Staff
RE: 2019-2020 UW Faculty Grants: Your Action Required
<http://www.ohr.wisc.edu/grants/>

The guidelines and application forms for the Faculty Development Grants, Research Service Grants and Faculty Sabbatical Leaves can be found online at: <http://www.ohr.wisc.edu/grants/> beginning July 2. *Please note the additional required forms (Sabbatical Agreement Form, Compensation Received During Sabbatical Assignment Form) are on this site under "Faculty Sabbatical Grants."*

Deans and directors should identify the dates the applications are due to your school or college and communicate the deadlines to departments. Deadlines to departments should be made based on internal needs. For some schools and colleges that do not have departments, you may only need a school/college deadline.

We anticipate the Faculty Development Grants, Research Service Grants and Faculty Sabbatical Leaves will be available as an online application process on **July 2, 2018**.

Faculty should read all documentation before starting to complete the online form including the Instructions, Screen Shots of the online application pages and Frequently Asked Questions. (See: <http://www.ohr.wisc.edu/grants/>.)

Here are the campus due dates. Please note the Office of Human Resources (OHR) deadlines are firm. Late applications to OHR will not be accepted. This means that clear communication of the departmental and school/college deadlines is extremely important.

	Due in Department	Due in School/College	Due in OHR
Faculty Development Grants	Determined by chair	Determined by dean	October 12, 2018
Research Service Grants	Determined by chair	Determined by dean	October 5, 2018
Faculty Sabbatical Leaves	Determined by chair	Determined by dean	October 3, 2018

Please inform your chairs of the school/college deadline dates for submitting applications for each of these programs. Ask department chairs to forward this memo to their faculty with a note informing them of the departmental deadline for submitting applications to the chair.

For further information, please contact Laurie Mayberry at 262-5246, laurie.mayberry@wisc.edu; Donna Seelye at 890-3183, donna.seelye@wisc.edu; Michaela Aust at 263-5741, michaela.aust@wisc.edu or me at 262-5246 mfbarnarddon@wisc.edu.