University of Wisconsin-Madison  
Academic Staff Professional Development Grant Program

GRANT SUBMISSION PROCEDURES

1. Complete the following:
   a. Read and understand the objectives and criteria for the Professional Development Grant program (below)
   b. Complete the Proposal Cover Page
   c. Prepare a one-page written proposal that includes
      i. A short paragraph with your name, title, department unit
      ii. A description of the nature of the training/retraining (include current or past brochure, if available)
      iii. The location and time of training/retraining, which must occur all or in part within the announced dates
      iv. A brief explanation of why this activity is important and how it will improve your effectiveness in your current role
      v. A description of how your proposed activity relates to needs of department/unit, other staff, students, and/or the university and how you intend to share your knowledge with them
   d. If attending an event organized by others, provide a copy of the relevant pages of the proposed or previous conference brochure, print-out of web page describing event, promotional material on class or workshop, letter or e-mail from outside expert, or other printed material that shows the relevance and quality of activity. If no material is provided, explain the omission. Outdated material is better than none at all.
   e. Prepare a detailed budget worksheet. Please follow university travel reimbursement guidelines in estimating these expenses (see http://www.uwsa.edu/fadmin/travel.htm). Provide evidence of cost-saving measures where possible. Also, printed documentation is required for conference or training expenses, and travel costs.
   f. Prepare a current, concise resume, as it relates to the proposal. Limit the resume to 2-4 pages. If the proposal is to bring an outside expert to campus, include that person’s resume or other supporting credentials.
   g. Provide at least one letter of support. One letter must be from your chair/supervisor, indicating his/her support, source of matching funds and arrangements for handling applicant’s workload, if release time is requested. If travel is involved, this memo should include a statement certifying that departmental funds are not available to cover the full cost of travel.

2. Process/Deadlines
   a. You submit six collated copies of the complete application to Department Chair or Unit Director by the announced competition deadlines.
   b. Chair ranks proposals, signs proposal cover page, and forwards to Dean/Director’s Office by announced deadline.
   c. Dean/Director reads proposals. On basis of review, budgetary flexibility and programmatic concerns, each dean/director submits a ranked list, along with all six copies of each proposal, to the Secretary of the Academic Staff (270 Bascom Hall) by announced deadline.
   d. The Professional Development Recognition Committee reviews proposals and sends recommendations to Director of the Academic Personnel Office.
   e. Applicants will be notified as soon as possible of results
   f. Funds allocated from UW System are transmitted to the unit and the unit is notified of its commitment to contribute one-half of the total award.

3. Recipients are required to submit a summary report of the professional development award activities and accomplishments to their dean/director, with a copy to the Secretary of the Academic Staff (270 Bascom Hall), within 30 days of the activity. This summary report is part of a systematic evaluation of the professional development grant program. Failure to submit a summary report may result in rejection of a future grant proposal.
GRANT OBJECTIVES

Funding for Academic Staff Professional Development Grants is intended to assist academic staff members in participating in meaningful professional development activities for which funding might otherwise not be available. Stated objectives, by the UW System Administration which provided the funding, are:

- **Improved Institutional Effectiveness**: The program should provide an opportunity for academic staff to enhance their effectiveness in meeting changing needs and roles in higher education. This is a concern for higher education, for UW System institutions, and is a particular concern for individual academic staff members in their own career development.

- **Improved Program Quality**: Staff development opportunities should contribute to improving program vitality during a period of anticipated resource constraints and rapidly changing administrative and educational needs.

- **Individual Professional Development**: A staff development program should specifically enhance and refine those abilities most directly related to the mission and goals of the UW System institution with which the member is affiliated.

The primary focus of the professional development proposals should be on training and/or retraining to improve the effectiveness of the academic staff member in their current roles. Often the proposals focus on training for a group of academic staff members performing similar roles to achieve cost savings. Proposals for enhancing abilities that enable a staff member to compete for more responsible positions will be eligible for support, but will have second priority. *The program does not provide support for formal study leading to a degree, nor is it intended to be a UW tuition reimbursement program.* For details about the tuition reimbursement program, see Unclassified Personnel Policies & Procedures Chapter 12.07 at website address: [http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm](http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm).

We encourage proposals that also lead to an improved multicultural environment on campus and/or that address issues of race and ethnicity.

GRANT CRITERIA

The members of the Professional Development and Recognition Review Committee will determine whether the academic staff grant proposal fulfills the following primary criteria:

- Reflects professional development to improve the effectiveness of the academic staff
- Initiated by those academic staff who will be primary beneficiaries
- Submission of separate proposals for each individual if travel is involved
- Supports and enhances the mission and goals of UW-Madison
- Improves program vitality to meet changing needs and roles in higher education
- Positive effects on campus and units
- Facilities and training locations are justified (i.e., sole provider of training/retraining only available at single locations; no locally known scientist, consultant, academician, etc.)
- Reflects appropriate request for fund, i.e., travel expenses, conference fees, registration, food and lodging are within UW travel policies (see [http://www.uwsa.edu/fadmin/travel.htm](http://www.uwsa.edu/fadmin/travel.htm))
- The average funded grant (from previous competitions) is between $500 and $1,000 (UW System). Grant applications submitted in this range will receive higher review priority.
- Any individual will not receive more than one grant in any 12 month period.
The PDRC review committee will not approve:

- Training that is a requirement of the current position, including training on equipment purchased by the department
- Purchase of hardware, software (unless training software), certification/license fees, capital equipment and salary except for limited request for salary replacement needed to ensure essential services.
- Tuition for formal study (i.e., academic semester) leading to a degree. Funding for multiple events/courses/seminars. Limited budgets only allow for the funding of ONE event, course, or seminar.

The review committee will give higher consideration to proposals that involve active participation by the applicant:

- Training: Requests to fund workshops on this campus having immediate impact on multiple Madison academic staff. All things being equal, formal training or retraining in Madison not requiring travel receives a higher priority that formal training or retraining at a location requiring travel.
- Conference participation: Active participation in a conference, such as presenting a paper, poster and/or participating in a workshop. Conference participation where the applicant is not presenting receives a lower priority.

The review committee will take into consideration these criteria:

- The grant proposal MUST BE COMPLETE (Six copies of: Signed Cover Sheet, Documented Budget Page, Proposal Body, Supporting Documentation for Activity, Resume, and Letter(s) of support.)
- Clearly and convincingly written.
- Follows proposal submission procedures.
- Significance within the academic staff member’s field.
- Priority ranking of grant proposal by school/college or department.
- Grant proposal reflects academic staff member’s intention to share information, new skill or knowledge with other academic staff on campus.
- Strong letters of support from supervisors and chairs.