Academic Staff Professional Development Grants FAQs

Q. When must my activity occur for this round of Professional Development grants?
A. The professional development activity for which you are applying must begin between July 1-December 31st, 2014.

Q: Are there any forms that need to be downloaded and filled out?
A: No. There are no longer any forms that need to be downloaded and filled out. Most information is now directly collected in the online application system.

Q: What type of PDFs do I need to upload into the proposal?
A: There are several PDFs that need to be uploaded into the form. Save each of the following as individual PDFs:
   - Letter for your supervisor
   - Documentation about the proposed professional development activity
   - Short CV/Resume as it related to activity (no more than 2 pages in length)
   - Documentation regarding expenses. Each section of the budget except meals requires documentation as a separate pdf file.

Q: Are there any questions I need to answer in the application?
A: There are four questions that will be answered directly in the application. They are as follows:
   - Brief summary of proposed activity
   - Why are you interested in pursuing this professional development experience?
   - How do you plan to use and share the information you learn from this professional development experience?
   - How will participating in this professional development activity benefit or enhance the effectiveness of your program, your unit, and the university?

Q. Am I still eligible to apply if I have a split appointment?
A. Yes, so long as the total of your Academic Staff appointment is at least 50%.

Q. If I have a split appointment, who writes my letter of support and approves my application?
A. In the first screen of the application, use the drop down menu to select the appointment that the Professional Development grant is most applicable to and the unit that is providing the matching funds. Have the supervisor for that appointment write your letter of support and route it through that unit. The grant funds will also be transferred to that unit. If the professional development grant supports more than one of your appointments and matching
funding is coming from more than one unit, the letter of support should be co-signed by the supervisors involved. The routing function in the online system will only accommodate one set of approvals, so please negotiate with the units involved to decide which one will process the application and receiving the funding for the grant.

**Q:** The person for Dean/Director autopopulates, is there any way to change this?
**A:** For routing, the person approving applications at the Dean’s level will be prepopulated in the routing form in most instances. This assignment will be made based on employee’s appointment. If it is incorrect, please contact the Secretary of the Academic Staff office, pdrc@soas.wisc.edu or 263-1011.

**Q:** Who do I route my proposal to when I have completed my application?
**A:** Send your completed application to your Department Chair by typing his/her name in the approval box.

**Q:** If I do not know who my Department Chair is, what should I do?
**A:** Department chairs or unit directors are the first step in the approval process. If you do not know the name of this person, please contact your direct supervisor.

**Q:** Once my Department Chair approves my application electronically, to whom should she/he send my application for final approval?
**A:** Once your Department Chair approves your application, she/he must route the proposal to the Dean/Director’s office for final approval.

**Q:** How do I know who my Dean/Director is?
**A:** For routing purposes, the person approving applications at the Dean’s level will be prepopulated in the routing form in most instances. This means that the name of the Dean/Director should appear automatically. This assignment will be made based on the employee’s appointment. If it is incorrect, please contact the Secretary of the Academic Staff office, pdrc@soas.wisc.edu or 263-1011.

**Q:** How much money can I apply for?
**A:** You can apply for up to 50% of the total cost of your activity. There is no upper limit for your request, although typical requests range from $1,600-$2,000.

**Q:** What is the average award?
**A:** The average award for a successful proposal is $800-$1,000.
Q: What do I do about the letter of support when the department chair/unit director is my supervisor?
A: Most academic staff have a supervisor who is not the department chair or unit head, and obtaining a letter of support in the process as laid out makes sense. Here is a suggested process for those academic staff, who have a department chair or unit director as a supervisor. Upload a blank document for the supervisor letter, and then complete the application, do not submit it, and print out your proposal so you can share it with the department chair. The department chair can then write a letter of support. You can attach the letter of support and then submit it to the department chair for his/her electronic approval.