

## Academic Staff Executive Education Grants FAQs

**Q. What is the eligible date range for courses?**

A. The course for which you are applying must begin from July 1, 2017 – June 30, 2018.

**Q: Are there any forms that need to be downloaded and filled out?**

A: All information is now directly collected in the online application system, located at <https://apps.ohr.wisc.edu/staffdev/>.

**Q. Which option do I select from the dropdown menu to fill out the application?**

A. Select Executive Education Course Grant.

**Q: What type of PDFs or documents 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:

- Short CV/resume as it applies to the course; a full CV isn't necessary
- Letter of support from your supervisor/colleague

An additional letter of support may be added as well, but is optional.

**Q: Are there any questions I need to answer in the application?**

A: You will need to give the name and date(s) of the course you are interested in. You will also need to provide information (700 words or less) on how the course will improve your effectiveness in your current position, using specific examples from the course curriculum.

**Q: When I go to submit the application, Heather Daniels' name auto-populates as the person to whom the application is routed. Is this correct?**

A: Yes. Heather Daniels is the Secretary of the Academic Staff, and her office administers this grant process.