



September 13, 2017

**MEMORANDUM**

**To:** Academic Staff  
**From:** Heather Daniels, Secretary of the Academic Staff  
**RE:** *Fall 2017 Academic Staff Professional Development Grants – RFP for Spring 2018 Activities*

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The UW-Madison Academic Staff Professional Development Grant Program, authorized by the Board of Regents, is offered to all academic staff members who hold at least a 50 percent appointment. The grants are for professional development activities that will begin between January 1, 2018, and June 30, 2018. Information on the grant program can be obtained from the website:

<http://acstaff.wisc.edu/professional-development/grants/academic-staff-professional-development-grants>

These grants are intended for professional development and/or training to improve the effectiveness of academic staff members in their current roles. The funds are not intended for basic job training or for job requirements.

**Eligibility:** To be eligible for this grant, applicants must not have received funding in the previous two rounds of competition (funding for activities in Spring 2017 or Fall 2017). Emeritus faculty, visiting appointees, or limited appointees with a backup faculty appointment are not eligible.

Please consult the website listed above for additional information on the Academic Staff Professional Development Grant Program.

Two informational brown bags will be held:

*Tuesday, September 26, 2017, 12:00-1:00 pm, Union South (Check TITU)*  
*Wednesday, September 27, 2017, 12:00-1:00 pm, 1345 Health Sciences Learning Center*

**Please Note:** All applications MUST be submitted and approved electronically. Please refer to the Academic Staff website for more instructions on submitting an application. The electronic submission system is available at:  
<http://apps.ohr.wisc.edu/staffdev/Default.aspx>.

**Deadlines for the spring competition:**

Applicant electronically submits completed application to department chair/unit head	Friday, October 20, 2017
Department chair or unit head electronically approves applications	Friday, October 27, 2017
School/College/Division Dean/Director electronically approves applications	Friday, November 10, 2017
School/College/Division Dean/Director emails ranked list of applications to the Secretary of the Academic Staff (if applicable)	Friday, November 10, 2017

**Unit Requirements:** Units are expected to match the Professional Development Grant funds awarded by the committee. If budget constraints prevent departments from contributing their share of the funding, please inform staff before they begin working on a grant application.

If you or your colleagues have any questions, please contact 263-2985 or [pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu).

cc: Deans, Directors, Department Chairs, and Personnel Representatives