



Writing A Successful Professional Development Grant

Professional Development
and Recognition Committee (PDRC)

Today's Objectives

- Purpose and Eligibility
- Application
 - Components
 - Eligibility
 - Suggestions
- Evaluation and Funding
- Common mistakes
- Questions





Application Resources

- Web site:

- <http://acstaff.wisc.edu>

- Click on “Professional Development” on the task bar

- Click on Grants then Professional Development Grants

- Applications must be completed using on-line system

- <http://apps.ohr.wisc.edu/staffdev/Default.aspx>



Purpose and Eligibility

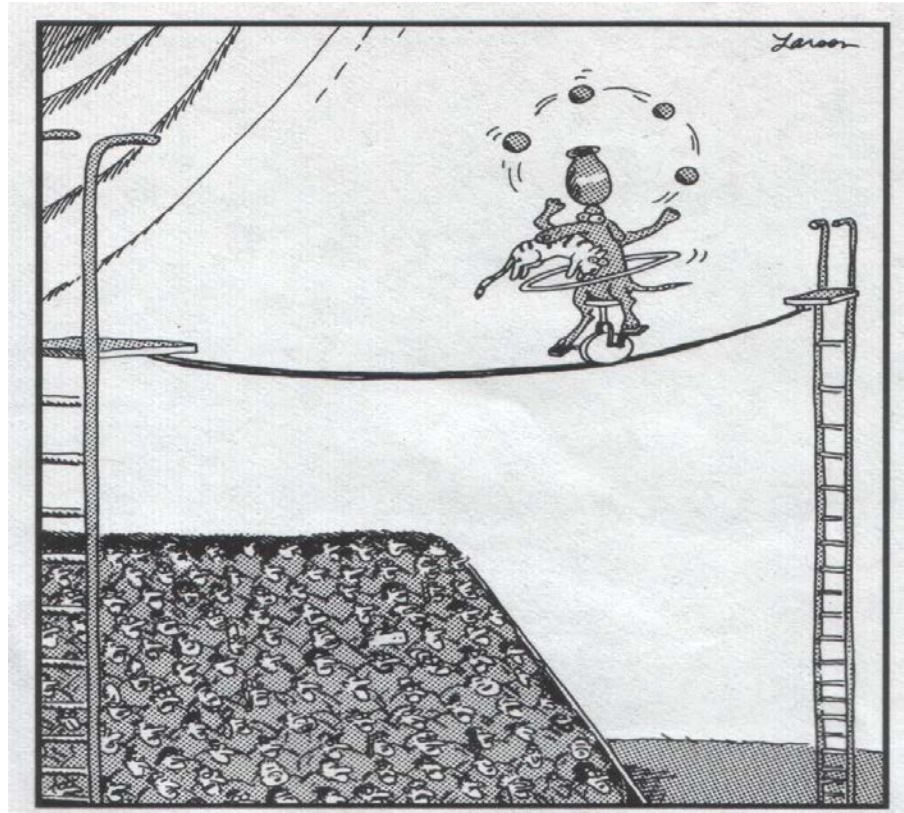
Professional Development?

Activities that help you:

- Learn new skills
- Add to your knowledge base
- Enhance your competencies

In order to:

- Do your current job better
- Improve your program
- Contribute to the betterment of the university



Appropriate Activities

Job-related...

- Conferences
- Workshops / Seminars
- On-campus activities
- Self-designed activities



Make a case
for it!

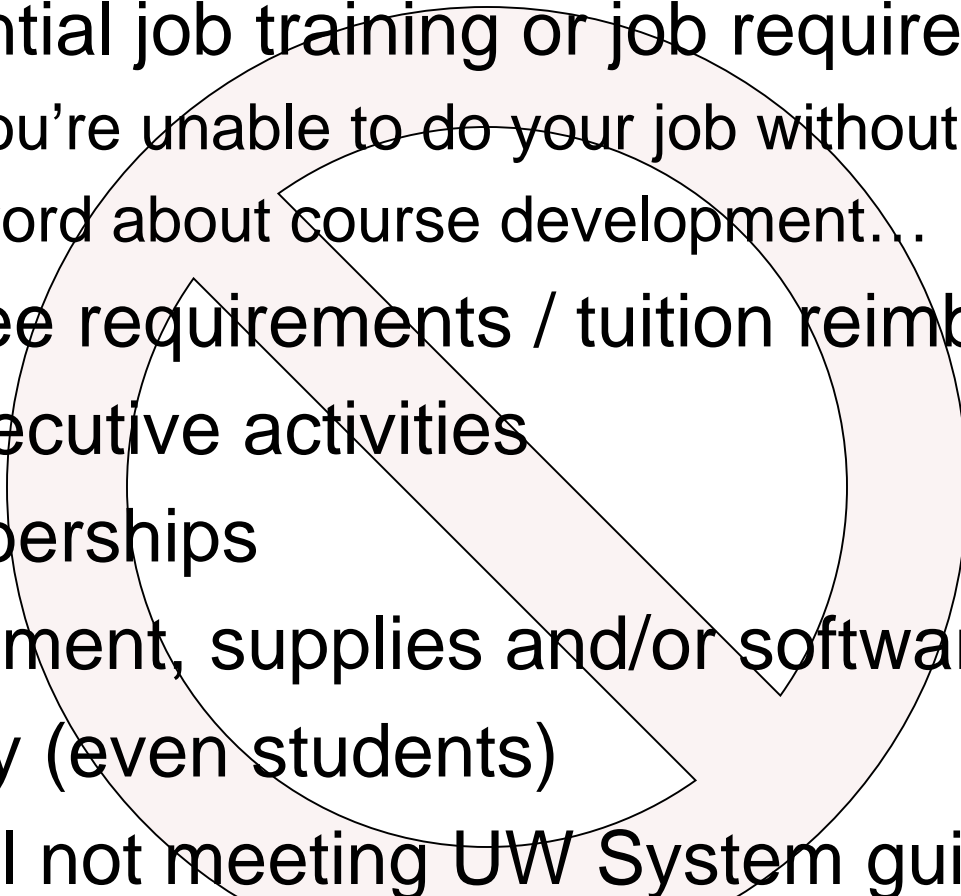


Eligibility / Parameters

- For activities beginning between July 1 – December 31, 2017
- Must hold at least a 50% academic staff appointment (including instructional, clinical and limited with no backup appt or backup academic staff appt)
 - To apply and during the grant period
- Proposed activity needs to fit grant objectives, and the definition of professional development
- Matching funds for at least half of the total cost (PD grant funds available for up to half)
- Two rounds since last PD Grant awarded (Spring 2016 application for Fall 2016 activities)
- Must be current on reports from past grants
- Travel plans must fit UW System travel guidelines



Not Appropriate / Ineligible

- Essential job training or job requirements
 - If you're unable to do your job without it
 - A word about course development...
 - Degree requirements / tuition reimbursement
 - Consecutive activities
 - Memberships
 - Equipment, supplies and/or software
 - Salary (even students)
 - Travel not meeting UW System guidelines
- 



Application



Application To Do's

- Get support from your supervisor or chair for the PD activity and to ensure matching funding from your unit (at least half)
- Check with your School or College about internal deadlines and review and submission processes
- Check with your unit's money person
 - Fund 101 Department ID (UDDS) for fund transfer
 - Travel reimbursement procedures
- Submit application online



Online Application Due Dates

Applicant electronically submits completed application to Department Chair or unit head

March 10, 2017

Department Chair or unit head electronically approves applications

March 17, 2017

School/College/Division Dean or Director electronically approves applications

March 31, 2017

School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable)

March 31, 2017



Proposal

- 1. “What”
 - Documentation (Web site, program publication) to verify dates, location, cost and general agenda
- 2. “Why”
 - Make your own, original case
- 3. Application to your work
 - How you’ll use and share what you’ve learned
- 4. Broader impact

Budget Form: Completed in the online system

- Document and explain all costs
 - Don't shortchange yourself
- Also explain omissions; don't make us guess
- Verify which meals are provided by your fee and which need per diems
- Double-check with your money person about reimbursement and necessary documentation
- NOTE: Funds awarded cannot increase with transportation costs



...Special Notes on Travel

- E-reimbursement has simplified things
- “Lowest logical” airfare.
- Include a comparison print-out from the UW Travel Wise Portal



Click here to make your reservations with the Self-Booking Tool and update your travel profile.

[First Time User?](#)



View an already-booked trip.



Ask questions - share feedback.

<http://www.foxworldtravel.com/UW/>



Resume or Vita

- Yours:


- 2 pages max

- Show connection between your job and the activity you're requesting

- Consultant / Speaker

- Include resume or vita

- Also include other supporting materials (contract, agreement, verify expertise, etc.)



Letter of Support

- From Supervisor (may be dept chair or dean/director)
- Support for your proposal
- Indicating availability of matching funds and the source (may want to have contingency for increased transportation costs)
- Arrangements for handling workload in your absence



Submitting Your Application

- Go to <http://apps.ohr.wisc.edu/staffdev/Default.aspx>
- Log in with your Net ID and select correct competition (Academic Staff Professional Development Grant)
- Upload application elements as pdfs when prompted by online system and submit by March 10, 2017.
- 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 requires documentation as **separate** pdf files)
- You **must** know your Dept ID # (UDDS #) and program code



Evaluation and Funding

Approved?

Approval/Review Process

Current Proposal Status: DRAFT - [Edit Proposal](#)

Step	Title	Name	Comments	Status
1	Submitter/Nominee	AMY HAWLEY	No Comments	PENDING
2	Department Chair		No Comments	PENDING
3	Dean/Director		No Comments	PENDING

It is your responsibility to track the status of your application. Follow up as needed with your department chair and/or your dean/director to ensure timely approvals.

Criteria/Evaluation



- Eligibility
- Alignment with program objectives of funding
- Quality of the case you made
- Effectiveness (cost, quality) of meeting your PD needs with this experience
- How well you demonstrated the usefulness, application and impact of the activity on your work, program and university



Evaluation Overview

- Review team consists of half of the Professional Development and Recognition Committee
- Review team reads all applications and evaluates, scoring up to 35 points
 - Relevance and Justification – 10 points
 - Use and Impact – 10 points
 - Program and University Benefit – 10 points
 - Overall Quality – 5 points
- NOTE: Given equally meritorious applications, preference may be given to applications from Academic Staff members who have NOT received funding in the past
- Notification in mid-May 2017

Funding History

Activity Period	# Submitted	# Funded (%)	Average Award
Spring 2017	80	40 (50%)	\$868
Fall 2016	54	28 (52%)	\$882
Spring 2016	52	27 (52%)	\$1036
Fall 2015	44	25 (57%)	\$1110
Spring 2015	67	31 (46%)	\$894
Fall 2014	57	28 (49%)	\$1007
Spring 2014	42	28 (67%)	\$1067
Fall 2013	50	31 (62%)	\$896
Spring 2013	84	29 (35%)	\$938

Reasons for Not Funding

- Quality of application
- Incomplete packet
- Ineligible
 - Inappropriate request
 - Reapplied too soon
 - Academic staff appointment





In Summary...

- Check with your department
- Determine your PD objectives and activity
- Submit proposal online
- Be complete, concise and compelling
- Follow submission guidelines and deadlines
- Submit summary report after activity



Deadlines

- Check with your School or College about internal deadlines and review process

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Questions?

Office of the Secretary of Academic Staff

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