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](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
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

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applicant electronically submits completed application to Department Chair or unit head</td>
<td>March 10, 2017</td>
</tr>
<tr>
<td>Department Chair or unit head electronically approves applications</td>
<td>March 17, 2017</td>
</tr>
<tr>
<td>School/College/Division Dean or Director electronically approves applications</td>
<td>March 31, 2017</td>
</tr>
<tr>
<td>School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable)</td>
<td>March 31, 2017</td>
</tr>
</tbody>
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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

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](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?

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

<table>
<thead>
<tr>
<th>Activity Period</th>
<th># Submitted</th>
<th># Funded (%)</th>
<th>Average Award</th>
</tr>
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<tbody>
<tr>
<td>Spring 2017</td>
<td>80</td>
<td>40 (50%)</td>
<td>$868</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>54</td>
<td>28 (52%)</td>
<td>$882</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>52</td>
<td>27 (52%)</td>
<td>$1036</td>
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<tr>
<td>Fall 2015</td>
<td>44</td>
<td>25 (57%)</td>
<td>$1110</td>
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<tr>
<td>Spring 2015</td>
<td>67</td>
<td>31 (46%)</td>
<td>$894</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>57</td>
<td>28 (49%)</td>
<td>$1007</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>42</td>
<td>28 (67%)</td>
<td>$1067</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>50</td>
<td>31 (62%)</td>
<td>$896</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>84</td>
<td>29 (35%)</td>
<td>$938</td>
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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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March 10, 2017

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March 17, 2017

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March 31, 2017
Questions?

Office of the Secretary of Academic Staff
Jake Smith
(608) 263-2985
pdrc@soas.wisc.edu