

## 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 January 1 – June 30, 2018.

### **Q: How do I submit my application? Are there any forms that need to be downloaded and filled out?**

A: There are no longer any forms that need to be downloaded and filled out. All information is now directly collected in the online application system, which can be found at <https://apps.ohr.wisc.edu/staffdev/>.

### **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:

- Letter from your supervisor
- Documentation about the proposed professional development activity
- Short CV/Resume as it relates 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: If I am proposing to bring in a speaker, do I submit the speaker's CV/resume? My own? Both?**

A: You only need to submit the speaker's CV/resume.

### **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 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 receive the funding for the grant.

**Q: The person for Dean/Director auto-populates, 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 an employee's appointment. If it is incorrect, please contact the Secretary of the Academic Staff office, [pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu) or 263-2985.

**Q. Who do I route my proposal to when I have completed my application?**

A. Send your completed application to your Department Chair/Unit Director 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 ask your direct supervisor for this information.

**Q: I can't find my Department Chair in the lookup tool. What do I do?**

A: Try again, typing only the first few letters of the person's name. The system typically requires a few seconds to respond. If the system responds but still doesn't offer the right name, contact Jake Smith ([pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu) or 263-2985) for further assistance.

**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: I work in a center. Would my center director approve my proposal at the Department Chair level or at the Dean/Director level?**

A: Center directors should be considered Department Chairs for the purposes of the application system.

**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](mailto:pdrc@soas.wisc.edu) or 263-2985.

**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 for the total cost of the activity.

**Q: What is the average award?**

A: The average award for a successful proposal is \$800-\$1,000.

**Q: To whom should my letter of support be addressed?**

A: The letter can be addressed to the Professional Development and Recognition Committee. There is no accompanying postal address, but you can add the e-mail address [pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu).

**Q: What do I do when my department chair/unit director is also my supervisor and doesn't want to provide a letter of support until he/she reviews the grant?**

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 who does not want to provide a letter of support prior to review. Complete the application, do not submit it, and print out your proposal so you can share it with the department chair. This will allow the chair/director the opportunity to review the proposal in the way a supervisor would normally before going to the 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. Please note that, regardless of the method you use to get your letter of support, your application must be submitted by the October 20 deadline.

**Q: How can I track the status of my application?**

A: Go to the online submission system (<http://apps.ohr.wisc.edu/staffdev/>) and click on "My Proposals." It is your responsibility to track the status of your application, including following up on department chair and dean/director approvals as needed. If you cannot find your proposal in the system after the deadline for final approval, it is because it has been removed due to ineligibility. Common reasons for this include:

- No approvals received from department chair/dean/director

- Application was not completed