

Academic Staff Professional Development grants are awarded 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 job requirements.

Eligibility

- Applicants must be University of Wisconsin-Madison academic staff or hold a limited position with an academic staff backup appointment, limited appointment with no backup appointment, or a limited appointment with a university staff backup appointment.
- Applicants must have at least a 50% appointment.
- Professional development activities must begin between January 1, 2018, and June 30, 2018.
- Emeritus faculty, visiting appointees or limited appointees with a faculty backup position are not eligible.
- Applicants must not have received funding in the two previous rounds of competition (funding for Spring 2017 or Fall 2017 activities)

Funding Level

While there is no limit to the amount requested, the average amount awarded for a successful grant is between \$800-\$1000, with the total activity amount equally \$1,600-\$2,000. The amount requested cannot exceed 50% of the total cost of the activity. The applicant's department or unit usually covers the remaining costs, although applicants may opt to find other means of funding.

Funding Period

These grants will fund activities that begin between January 1, 2018, and June 30, 2018.

Proposal Deadlines

Proposals must be submitted to the department chair/unit head electronically via the online Professional Development grants submission system no later than **Friday, October 20, 2017**. Department chairs and unit heads review, approve and submit the proposal to the Dean/Director by **Friday, October 27, 2017**. Deans/Directors review, approve and submit the proposal for final review by the Professional Development and Recognition Committee by **Friday, November 10, 2017**. It is the responsibility of the applicants to follow up with department chairs/unit heads and Deans/Directors on the approval status of their applications prior to the deadlines above.

Proposal Evaluation

Proposals are reviewed by a subset of the Academic Staff Professional Development and Recognition Committee.

Proposal criteria include:

- relevance and justification of activity
- use and impact
- program and university benefits
- overall quality of application.

More on these criteria are available at http://acstaff.wisc.edu/wp-content/uploads/2014/03/PD_Scoring_Criteria.pdf

Final Report Required

Recipients of professional development grants are required to submit a report online after the completion of their professional development activity no later than July 31, 2018. The report is available at https://uwmadison.co1.qualtrics.com/jfe/form/SV_5tfVGtdqxTMrP5b

Online Submission System

All applications must be submitted online at <https://apps.ohr.wisc.edu/staffdev/>.