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
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, 2018
- Must hold at least a 50% academic staff appointment (including instructional, clinical, limited with academic staff backup appt/university staff backup appt/no backup appt)
  - At time of application 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 2017 application for Fall 2017 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 16, 2018

Department Chair or unit head electronically approves applications
March 23, 2018

School/College/Division Dean or Director electronically approves applications
April 6, 2018

School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable)
April 6, 2018
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 as prompted by online system and submit by March 16, 2018.
- 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.

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<th>Title</th>
<th>Name</th>
<th>Comments</th>
<th>Status</th>
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<td>No Comments</td>
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<td>Dean/Director</td>
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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 2018
## Funding History

<table>
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<th>Activity Period</th>
<th># Submitted</th>
<th># Funded (%)</th>
<th>Average Award</th>
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<tbody>
<tr>
<td>Spring 2018</td>
<td>58</td>
<td>24 (41%)</td>
<td>$1,170</td>
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<tr>
<td>Fall 2017</td>
<td>61</td>
<td>29 (48%)</td>
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<td>Spring 2017</td>
<td>80</td>
<td>40 (50%)</td>
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<td>Fall 2016</td>
<td>54</td>
<td>28 (52%)</td>
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<td>Spring 2016</td>
<td>52</td>
<td>27 (52%)</td>
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<td>Fall 2015</td>
<td>44</td>
<td>25 (57%)</td>
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<td>Spring 2015</td>
<td>67</td>
<td>31 (46%)</td>
<td>$894</td>
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<tr>
<td>Fall 2014</td>
<td>57</td>
<td>28 (49%)</td>
<td>$1,007</td>
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<tr>
<td>Spring 2014</td>
<td>42</td>
<td>28 (67%)</td>
<td>$1,067</td>
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Reasons for Not Funding

- Quality of application
- Incomplete packet
- Ineligible
  - Inappropriate request
  - Reapplied too soon
  - Appointment type/percentage
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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School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable)
Questions?

Office of the Secretary of Academic Staff
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