



September 17, 2020

MEMORANDUM

To: Academic Staff
From: Jake Smith, Secretary of the Academic Staff
RE: *Fall 2020 Academic Staff Professional Development Grants – RFP for Spring 2021 Activities*

The UW-Madison Academic Staff Professional Development Grant Program, authorized by the Board of Regents, is offered to academic staff members who hold at least a 50 percent appointment. The grants are for professional development activities that will begin between January 1, 2021, and June 30, 2021. Information on the grant program can be obtained from the website:

<http://acstaff.wisc.edu/professional-development/grants/academic-staff-professional-development-grants>

These grants are intended 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 for job requirements.

Eligibility: To be eligible for this grant, applicants must not have received funding in the previous two rounds of competition (funding for activities in Spring 2020 or Fall 2020). Emeritus faculty, visiting appointees, or limited appointees with a faculty backup appointment are not eligible. For full eligibility requirements, please consult the website listed above.

Two virtual informational sessions will be held on the dates below. For information on how to attend, please consult the website listed above.

Tuesday, September 22, 2020, 11:30 am – 12:30 pm
Wednesday, September 23, 2020, 12:00 pm – 1:00 pm

Please Note: All applications MUST be submitted and approved electronically. Please refer to the Academic Staff website for more instructions on submitting an application. The electronic submission system is available at:
<http://apps.ohr.wisc.edu/staffdev/Default.aspx>.

Deadlines for the competition:

Applicant electronically submits completed application to department chair/unit head	Friday, October 23, 2020
Department chair or unit head electronically approves applications	Friday, October 30, 2020
School/College/Division Dean/Director electronically approves applications	Friday, November 13, 2020
School/College/Division Dean/Director emails ranked list of applications to the Secretary of the Academic Staff (if applicable)	Friday, November 13, 2020

Unit Requirements: Units are expected to match the Professional Development Grant funds awarded by the committee. If budget constraints prevent departments from contributing their share of the funding, please inform staff before they begin working on a grant application.

If you or your colleagues have any questions, please contact 263-2985 or pdrc@soas.wisc.edu.

cc: Deans, Directors, Department Chairs, and Personnel Representatives