



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:

- <https://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

- <https://apps.ohr.wisc.edu/staffdev/Default.aspx>



Purpose and Eligibility

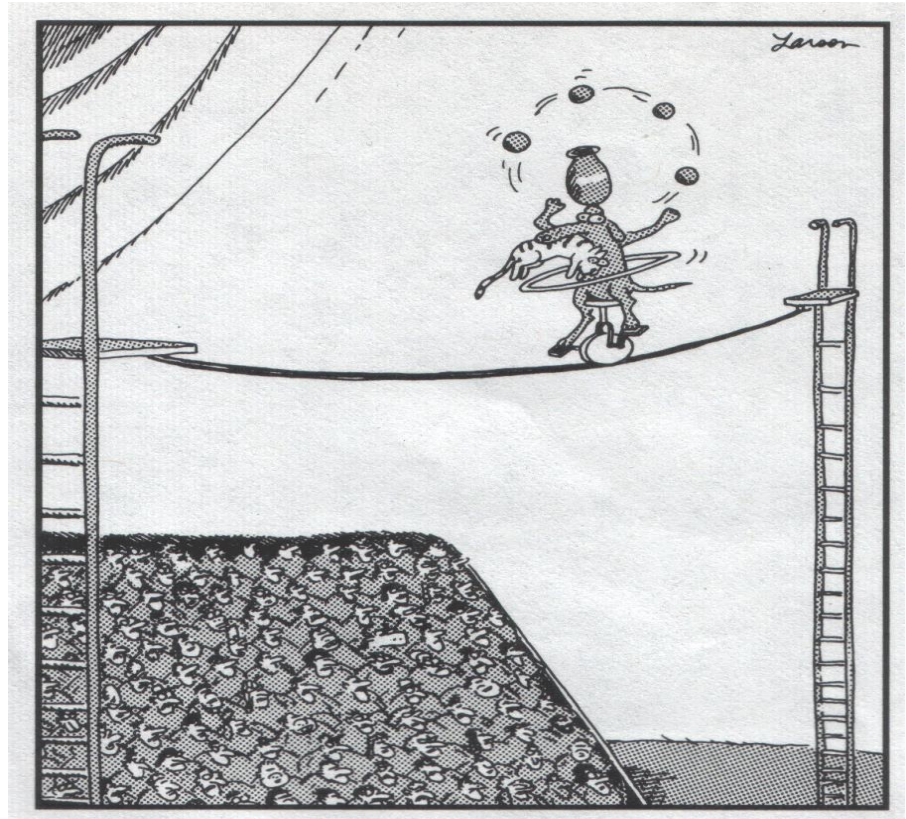
Professional Development?

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



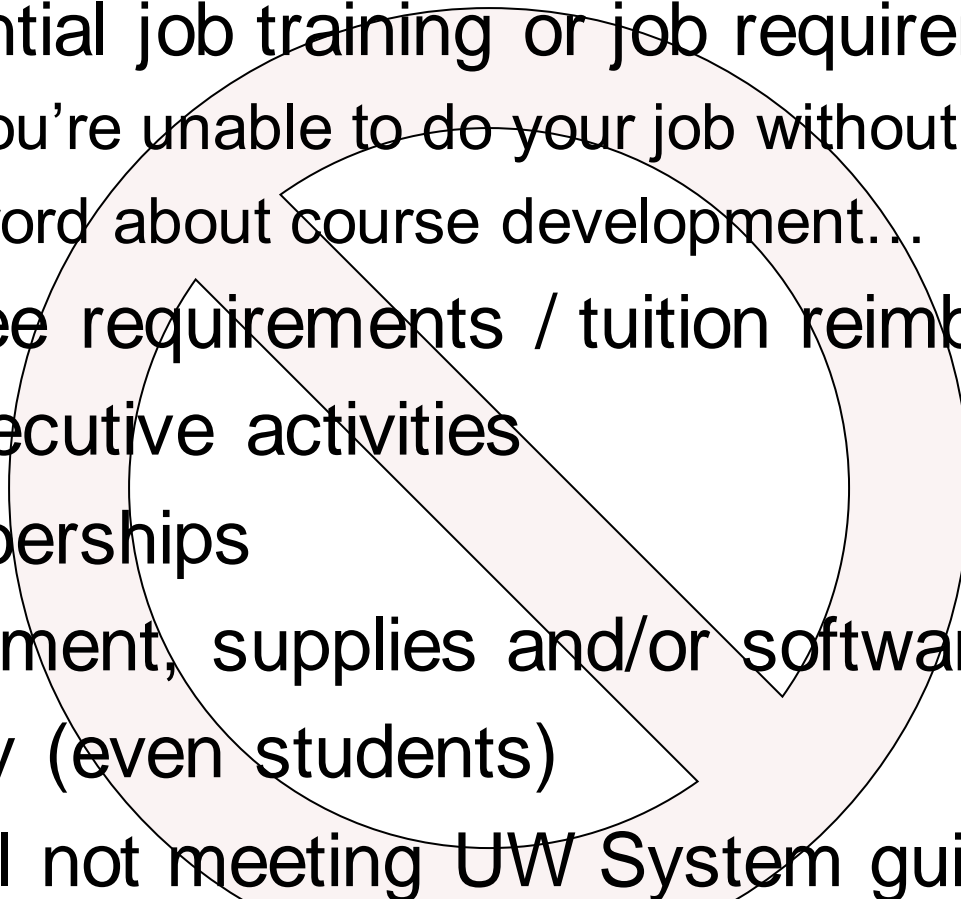
Make a case
for it!



Eligibility / Parameters

- For activities beginning between **January 1 – June 30, 2021**
- 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 2020 and Fall 2020 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

October 23, 2020

Department Chair or unit head electronically approves applications

October 30, 2020

School/College/Division Dean or Director electronically approves applications

November 13, 2020

School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable)

November 13, 2020



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

- When booking airfare, be sure to use the “lowest logical” airfare
- Include a comparison print-out from Concur when booking airfare

<https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>

COVID-19 Note: University-sponsored travel outside of Wisconsin or by air within the state remains cancelled until further notice. Any exceptions are approved at the school/college/division level (i.e. dean or director).



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 Direct Supervisor
 - In some cases, this may be your 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 <https://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 October 23, 2020.
- 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?

Approval/Review Process

Current Proposal Status: DRAFT - [Edit Proposal](#)

Step	Title	Name	Comments	Status
1	Submitter/Nominee	AMY HAWLEY	No Comments	PENDING
2	Department Chair		No Comments	PENDING
3	Dean/Director		No Comments	PENDING

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 December 2020

Funding History

Activity Period	# Submitted	# Funded (%)	Average Award
Fall 2020	61	24 (39%)	\$1,070
Spring 2020	75	35 (47%)	\$1,128
Fall 2019	83	30 (36%)	\$1,100
Spring 2019	78	35 (45%)	\$979
Fall 2018	54	35 (65%)	\$962
Spring 2018	58	24 (41%)	\$1,170
Fall 2017	61	29 (48%)	\$1,018
Spring 2017	80	40 (50%)	\$868
Fall 2016	54	28 (52%)	\$882

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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Questions?

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of the Academic Staff
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[Program Overview](#)

[FAQs](#)