

**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 appointment with an academic staff backup appointment, a limited appointment with no backup appointment, or a limited appointment with a university staff backup appointment—both at the time of application and at the time of the activity.
- Applicants must have at least a 50% appointment.
- Professional development activities must begin between January 1, 2021, and June 30, 2021.
- 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 2020 or Fall 2020 activities).
- Previous winners must be current on reports for previous 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 between \$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, 2021, and June 30, 2021.

#### **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 23, 2020**. Department chairs and unit heads review, approve and submit the proposal to the Dean/Director by **Friday, October 30, 2020**. Deans/Directors review, approve and submit the proposal for final review by the Professional Development and Recognition Committee by **Friday, November 13, 2020**. 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](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, 2021. The report is available at [https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_5tfVGtdqxTMrP5b](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/>.