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](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](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 **July 1 – December 31, 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)
- Must be current on reports from past grants
- Travel plans must fit UW System travel guidelines

*Typically, applicants must not have received funding in the two previous rounds of competition to be eligible. This requirement has been removed for the Spring 2021 Competition due to COVID-19.*
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

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant electronically submits completed application to Department Chair or unit head</td>
<td>March 19, 2021</td>
</tr>
<tr>
<td>Department Chair or unit head electronically approves applications</td>
<td>March 26, 2021</td>
</tr>
<tr>
<td>School/College/Division Dean or Director electronically approves applications</td>
<td>April 9, 2021</td>
</tr>
<tr>
<td>School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable)</td>
<td>April 9, 2021</td>
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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](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 March 19, 2021.
- 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Title</th>
<th>Name</th>
<th>Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submitter/Nominee</td>
<td>AMY HAWLEY</td>
<td>No Comments</td>
<td>PENDING</td>
</tr>
<tr>
<td>2</td>
<td>Department Chair</td>
<td></td>
<td>No Comments</td>
<td>PENDING</td>
</tr>
<tr>
<td>3</td>
<td>Dean/Director</td>
<td></td>
<td>No Comments</td>
<td>PENDING</td>
</tr>
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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 May 2021
## Funding History

<table>
<thead>
<tr>
<th>Activity Period</th>
<th># Submitted</th>
<th># Funded (%)</th>
<th>Average Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2021</td>
<td>12</td>
<td>12 (100%)</td>
<td>$844</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>61</td>
<td>24 (39%)</td>
<td>$1,070</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>75</td>
<td>35 (47%)</td>
<td>$1,128</td>
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<tr>
<td>Fall 2019</td>
<td>83</td>
<td>30 (36%)</td>
<td>$1,100</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>78</td>
<td>35 (45%)</td>
<td>$979</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>54</td>
<td>35 (65%)</td>
<td>$962</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>58</td>
<td>24 (41%)</td>
<td>$1,170</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>61</td>
<td>29 (48%)</td>
<td>$1,018</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>80</td>
<td>40 (50%)</td>
<td>$868</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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Questions?

Office of the Secretary of the Academic Staff
Lesley Fisher
pdrc@soas.wisc.edu

Program Overview
FAQs