

## Academic Staff Executive Education Grants FAQs

**Q. Will these courses be held virtually due to the COVID situation?**

A. It is possible that some course offerings may be held virtually. Please see the course listings for more details on this.

**Q. What is the eligible date range for courses?**

A. The course for which you are applying must begin between January 1, 2022 – December 31, 2022.

**Q: I'm a postdoc; am I eligible for these grants?**

A: No. The following individuals are eligible:

- Academic staff
- Limited appointees with academic staff backup positions
- Limited appointees with university staff backup positions
- Limited appointees with no backup position

The following are examples of those who are ineligible:

- Postdocs and other employees-in-training
- Teaching/research assistants
- Student help
- University staff
- Faculty
- Limited appointees with faculty backup positions
- Visiting appointees
- Emeritus faculty and staff

**Q: Are there any forms that need to be downloaded and filled out?**

A: All information is directly collected in the online application system, located at <https://apps.ohr.wisc.edu/staffdev/>.

**Q: By what time on the day of the deadline does my application need to be submitted?**

A: Applications must be submitted in the online application system by 11:59pm on the day of the deadline (October 29, 2021).

**Q. Which option do I select from the dropdown menu to fill out the application?**

A. Select Executive Education Course Grant.

**Q: What type of PDFs or documents do I need to upload into the application?**

A: There are several PDFs that need to be uploaded. Save each of the following as individual PDFs:

- Short CV/resume as it applies to the course; a full CV isn't necessary
- Letter of support from your supervisor/colleague

An additional letter of support may be added as well, but is optional.

**NOTE:** If it is not possible for your supervisor/colleague to provide a signed letter of support, you may also provide an email with the letter of support. To do this, save the email as a PDF, and then upload the PDF to the application.

**Q: Are there any questions I need to answer in the application?**

A: You will need to give the name and date(s) of the course you are interested in. You will also need to provide information (700 words or less) on how the course will improve your effectiveness in your current position, using specific examples from the course curriculum.

**Q: When I go to submit the application, Jake Smith's name auto-populates as the person to whom the application is routed. Is this correct?**

A: Yes. Jake Smith is the Secretary of the Academic Staff, and his office administers this grant process.