



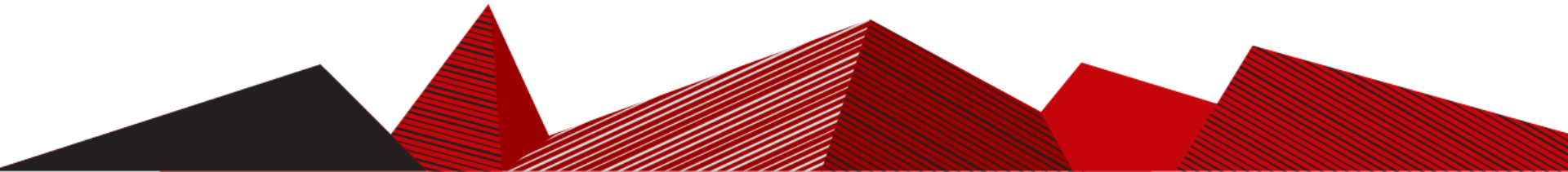
Writing a Successful Professional Development Grant

Professional Development and Recognition Committee
(PDRC)



What We'll Cover

- Professional Development Grant Basics
 - Appropriate activities
 - Eligibility
- Application Components and Submission Process
 - Demo of online portal
 - Deadlines
- Review Process and Funding
 - Evaluation and scoring criteria
 - Common mistakes
 - What happens after submission
- Questions and Resources



Professional Development Grant Basics



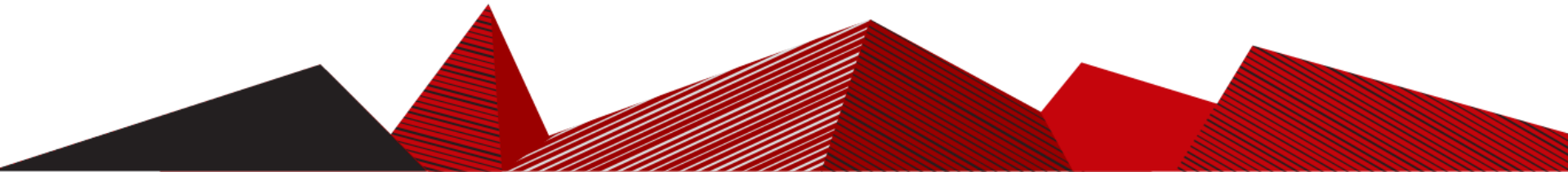
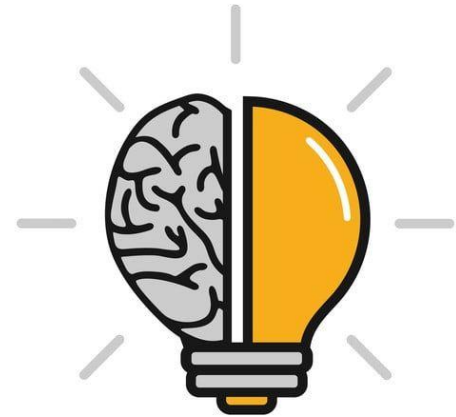
What is Professional Development?

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



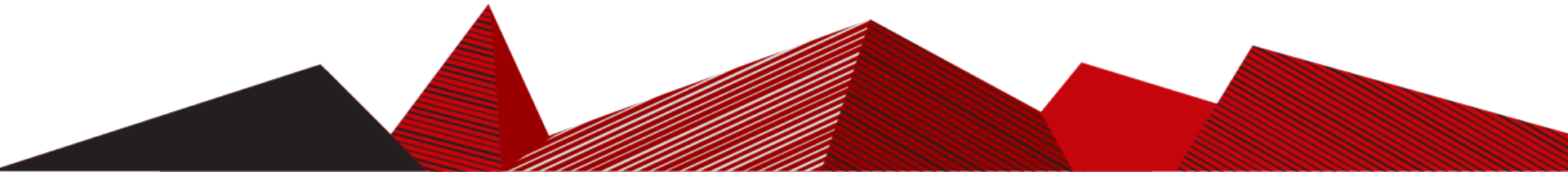
Appropriate Activities

- Job related:
 - Conferences
 - Workshops / Seminars
 - Training to become a trainer
- Self-designed activities
- Can be on- or off-campus activities



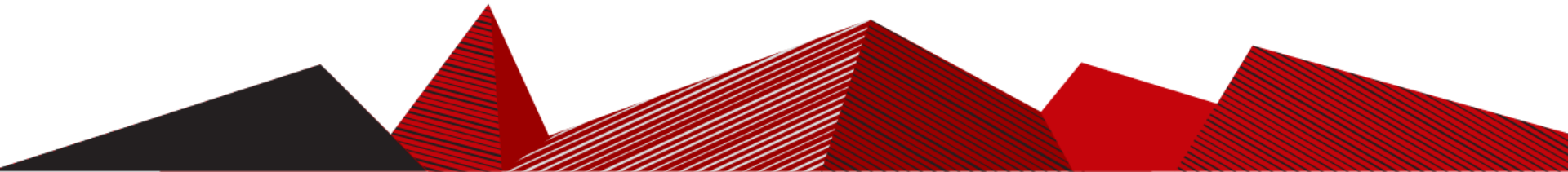
Not Appropriate / Ineligible Activities

- Essential job training or job requirements
 - If you're unable to do your job without it, it's not eligible
 - As an instructor, course development is a job requirement so not eligible
- For-credit course / tuition reimbursement
- Consecutive activities
 - Two separate activities
 - Same activity that you received funding for in a previous cycle
- Memberships
- Equipment, supplies, and/or software
- Salary (including students)
- Travel not meeting UW System guidelines



Grant Eligibility / Parameters

- For activities beginning between January 1 – June 30, 2027
- Must hold at least a 50% academic staff appointment at time of application and during the grant period
 - This includes instructional staff, clinical staff, and limited staff with academic staff backup appt/university staff backup appt/no backup appt
 - Postdocs and graduate students are not academic staff
- Must have matching funds for at least half of the total cost
- If you've previously received a PD Grant:
 - Two rounds since last PD Grant awarded (not eligible if you received funding for Fall 2026 or Spring 2026 activities)
 - Must be current on reports from past grants

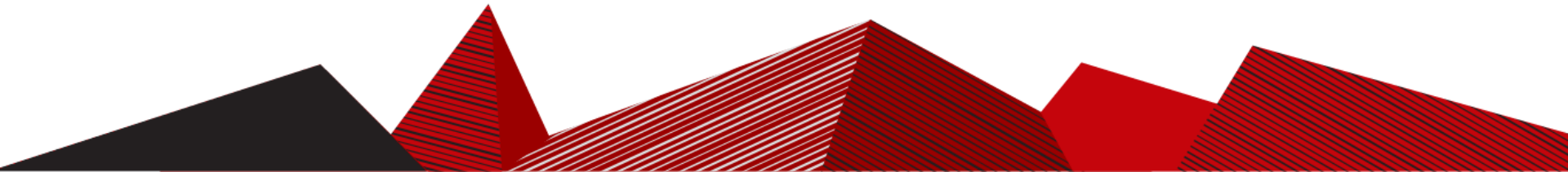


Application Components and Submission Process



Components of Online Application

1. Questions
2. Budget worksheet
3. Documentation about activity
4. Resume
5. Letter of support from supervisor



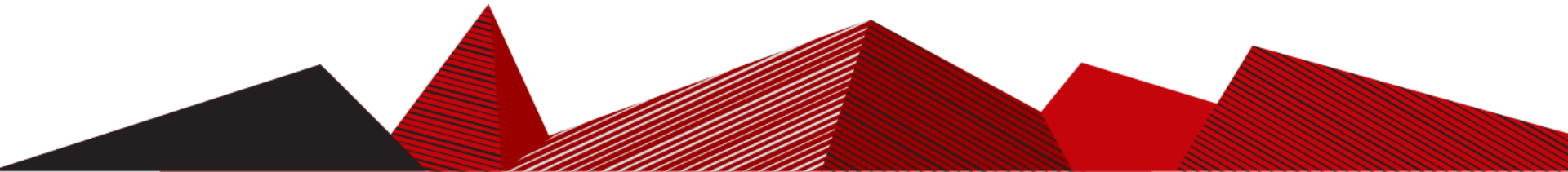
1. Questions

- Brief summary of proposed activity
- Why are you interested?
 - Make your own original case!
- How will you use and share information learned?
- How will your participation benefit your program/unit/university?



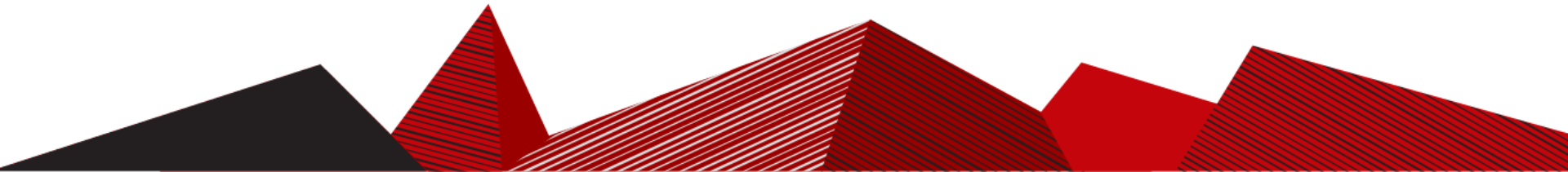
2. Budget Worksheet

- Document and explain all costs
 - Don't shortchange yourself
 - Funds awarded cannot increase with transportation costs
- Explain omissions; don't make us guess
- Verify which meals are provided and which need per diems
- When booking airfare:
 - Use the "lowest logical" airfare
 - Include a comparison print out from Concur
 - <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>
- You must select the fund and enter your cost center, driver worktag, and function
- Check with your financial specialist about reimbursement and necessary documentation



3. Documentation About Activity

- Upload brochure, webpage, email, etc.
- Not to exceed five pages



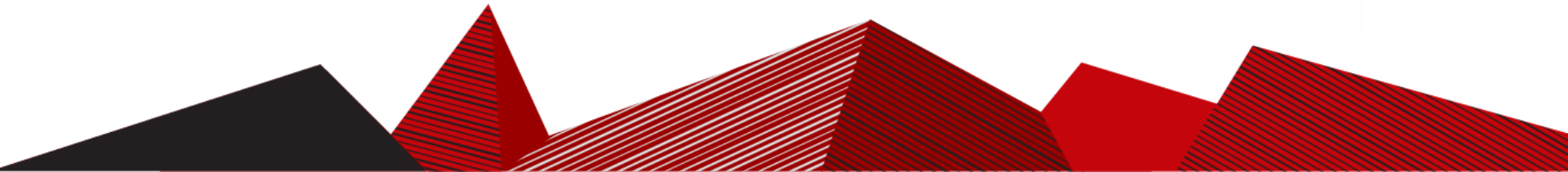
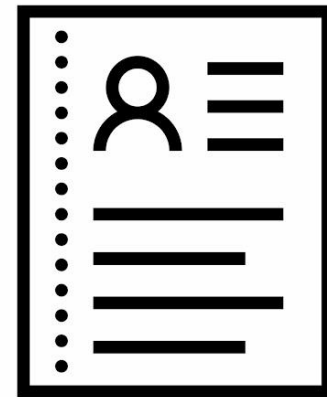
4. Resume or Vita

- Yours

- As it applies to your grant proposal
 - Show connection between your job and the activity you're requesting
- 2 pages max

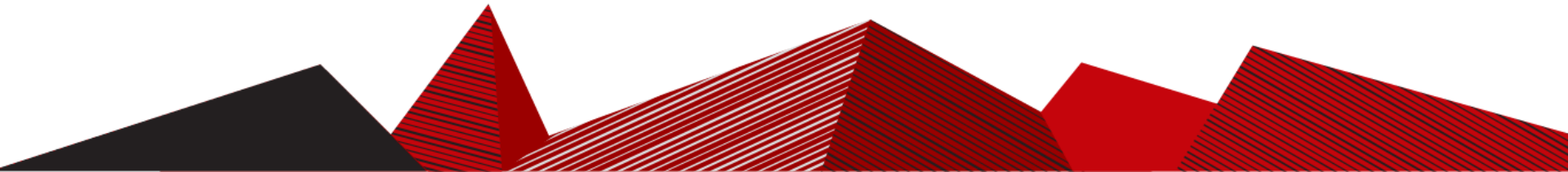
- Consultant / Speaker

- If you're bringing in a consultant or speaker, only their resume needs to be included
- Also include other supporting materials
 - Contract, agreement, verify expertise, etc.



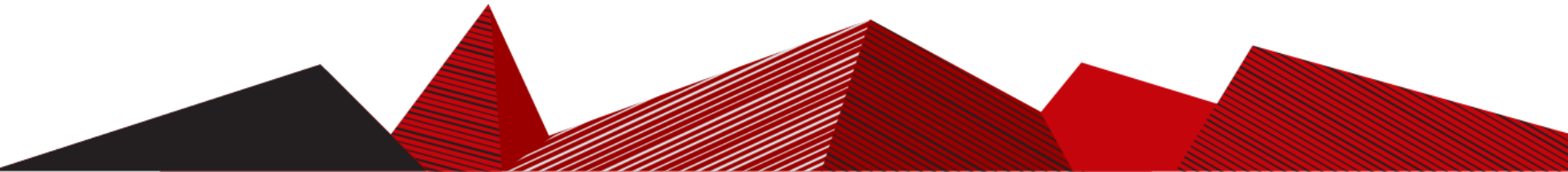
5. Letter of Support from Supervisor

- From direct supervisor
 - In some cases, this may be your department chair or dean/director
- Support for your proposal
 - A strong, specific recommendation
- Indicates availability of matching funds and the source
 - May want to include contingency for increased transportation costs
- Arrangements for handling workload in your absence



Submitting Your Application

- Go to: <https://apps.ohr.wisc.edu/staffdev/>
- Log in with your NetID
- Select correct competition: Academic Staff Professional Development Grant
- Enter information and upload application elements as instructed
 - All supporting documents must be uploaded as PDFs
- Once complete, submit application by October 12, 2026



Application Status

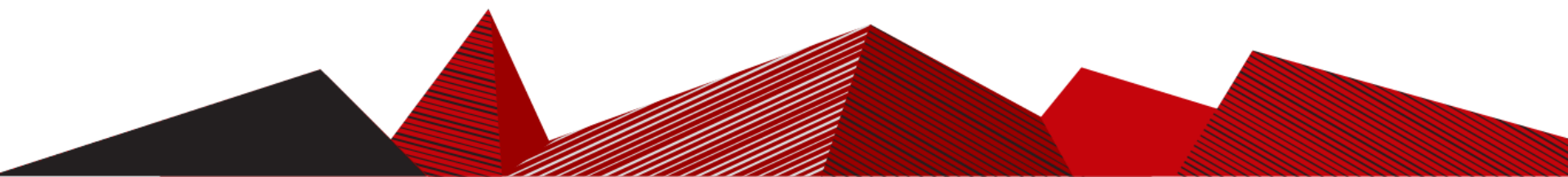
After you submit your application, it must be approved at the department level and then at the dean/director level.

Approval/Review Process

Current Proposal Status: DRAFT - Edit Proposal

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

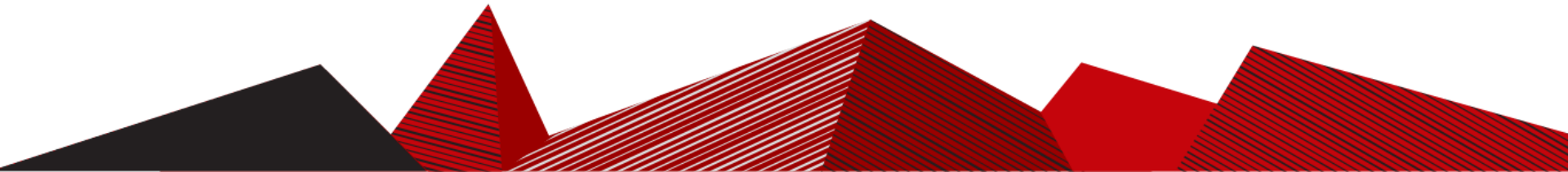
It is your responsibility to track the status of your application! If a deadline is missed, your application will not move forward in the process. Follow up as needed with your department chair and/or your dean/director to ensure timely approvals.



Deadlines

	Deadline
Applicant electronically submits completed application	October 12, 2026
Department chair or unit head electronically approves application	October 19, 2026
School/College/Division dean or director electronically approves application and emails ranked applications to the Office of the Secretary of the Academic Staff (if applicable)	November 2, 2026

- Check with your School or College about internal deadlines and review and submission processes
- Deadlines are firm!



Review Process and Funding



Application Review Process

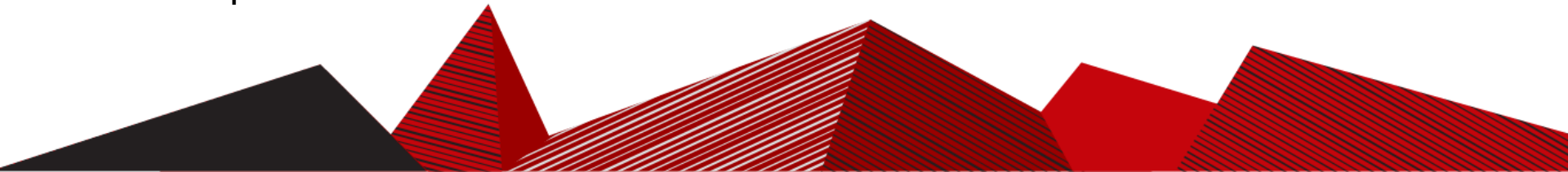
- SOAS Office checks for eligibility
- Professional Development and Recognition Committee reviews and evaluates applications
 - Review team consists of half of the Professional Development and Recognition Committee
 - Review team reads and scores all applications



Evaluation/Scoring Criteria

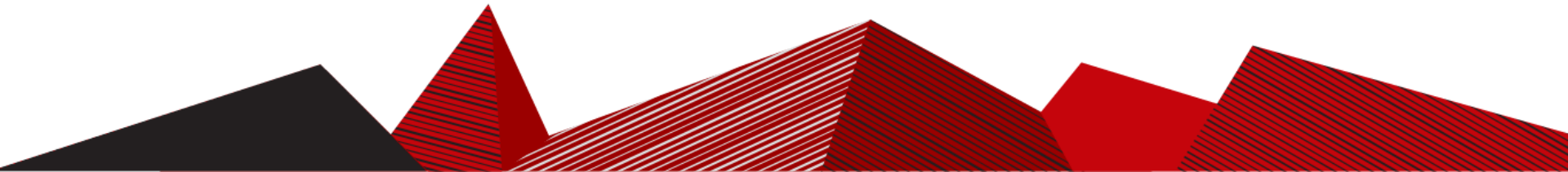
- Relevance and Justification – 10 points
 - Alignment with program objectives of funding
- Use and Impact – 10 points
 - Effectiveness of meeting your professional development needs with this experience
- Program and University Benefit – 10 points
 - How well you demonstrated the usefulness, application, and impact of the activity on your work, program, and university
- Overall Quality – 5 points
 - Quality of the case you made

Note: Given equally meritorious applications, preference may be given to applications from Academic Staff members who have NOT received funding in the past



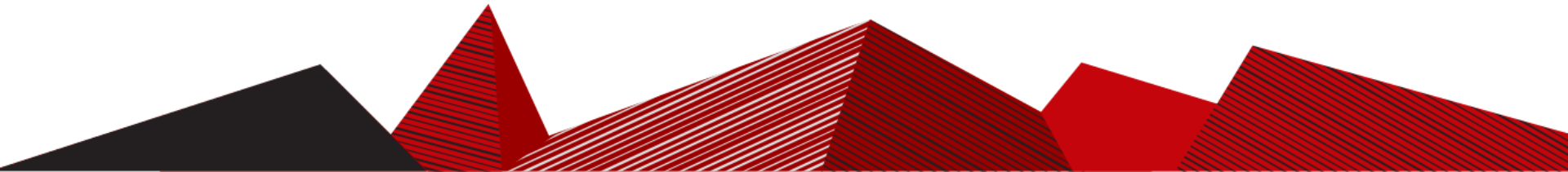
Reasons for Not Funding

- Quality of application
- Incomplete packet
- Ineligible
 - Inappropriate request
 - Reapplied too soon
 - Appointment type/percentage



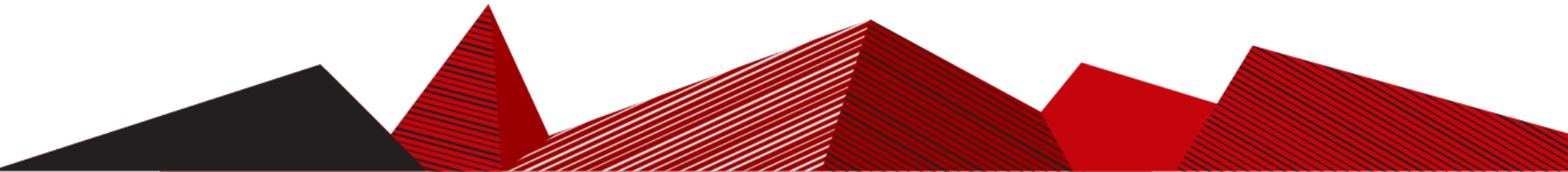
Funding History

Activity Period	# Submitted	# Funded (%)	Average Award
Fall 2026	64	34 (53%)	\$1233
Spring 2026	61	35 (57%)	\$1204
Fall 2025	77	34 (44%)	\$1204
Spring 2025	94	35 (37%)	\$1185
Fall 2024	78	34 (44%)	\$1212
Spring 2024	91	37 (41%)	\$1132
Fall 2023	55	36 (65%)	\$1161
Spring 2023	66	35 (53%)	\$1121



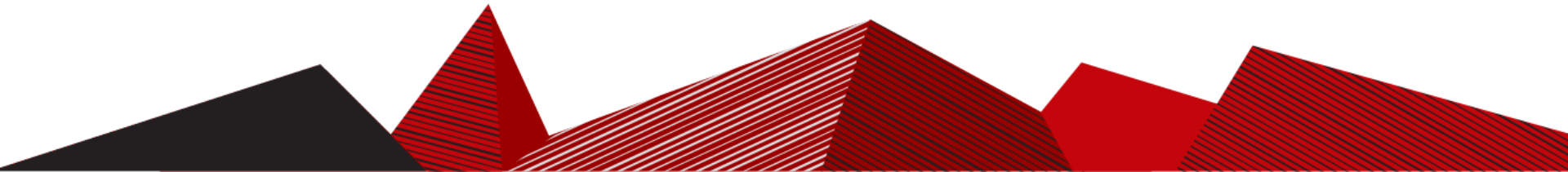
What Happens Next

- SOAS Office notifies all applicants in December 2026
- If awarded a grant:
 - Funds will be transferred to your department
 - Complete summary report after activity
- If not awarded a grant:
 - Apply again next cycle



In Summary

- Check with your department
- Determine your professional development objectives and activity
- Submit application online
 - Be complete, concise, and compelling
 - Follow submission guidelines
- Monitor application status
 - Be aware of deadlines
- If funded, submit summary report after activity



Questions?

Office of the Secretary of
the Academic Staff

Lesley Fisher

pdrc@soas.wisc.edu

263-1011



More information:

<https://acstaff.wisc.edu/professional-development-grants/>

