School of Education University Staff Professional Development Grant Program
GRANT GUIDELINES

OBJECTIVES

School of Education University Staff Development Grants assist University Staff participation in meaningful, professional development activities for which funding may not otherwise be available. Stated objectives, by SoE Dean and the University Staff Development Committee, are:

- **Individual Professional Development**: A staff development program should specifically enhance and refine those abilities most directly related to the mission and goals of personal and professional development in current SoE positions and new developing position description objectives.

- **Improved SoE Program Quality**: Staff development opportunities will improve program vitality and address rapidly changing administrative and educational needs that enhance capacity to work in a diverse environment.

- **Improved SoE Effectiveness**: The program should provide an opportunity for staff to enhance their effectiveness in meeting changing needs for the School of Education.

Professional development proposals should focus on training and/or development that improves the effectiveness of the staff members in their current roles. Proposals that benefit a group of staff members performing similar roles are encouraged.

CRITERIA

The committee will evaluate proposals along the following criteria:

- A clear, convincing narrative about the value of the professional development experience to the individual, the unit, and the university. Reflects how this opportunity will improve or enhance the effectiveness of the individual.

- Supports or enhances the mission and goals of UW-Madison, SoE, the department, or unit and the individual.

- Facilities and training locations are justified (i.e., sole provider of training only available at given locations; not locally available, etc.).

- Reflects appropriate request for fund (i.e., travel expenses, conference fees, registration, food and lodging are within UW travel policies).

- Submission of joint proposals are encouraged. If travel is involved, an itemization for each individual is required.

- All complete and reasonable requests will be considered. Awards will typically range from $500-$1000. Applications above or below this amount will still receive consideration.

- Individuals may not receive more than one grant per fiscal year and will be asked to serve on the development committee within the next year.

- Employee is currently a permanent or project employee with 50% or higher appointment.

The review committee will not approve:

- Training that is a fundamental requirement of the current position (including training on equipment purchased by the department) or purchase of hardware, software, certification/license fees, or capital equipment Departments/units should address these needs through other funding sources and provide the Dean with a list of training needs.

- Salary of any kind.

- Tuition for formal study leading to a degree.

- Multiple applications for one individual.

- Incomplete applications or those not having properly followed the application procedures.

GRANT SUBMISSION PROCEDURES

Complete the following:

1. Read and understand the objectives and criteria for the grant program

2. Complete the Proposal Cover Page

3. Use the two-page proposal form provided and include:
   a. Your name, title, department, unit and campus address.
   b. A description of the nature of the professional development (include current or past brochure if available).
   c. The location and time of professional development, which must occur within one year.
   d. A brief explanation of how this activity will improve the effectiveness in your current role, and how it relates to your personal and/or professional goals.
   e. A description on how you intend to share your knowledge.

4. Printed documentation is required for professional development expenses. Provide a copy of relevant documents that include the name and location of the activity, the provider or host, the schedule and expenses. Acceptable documentation includes:
   a. Proposed or previous brochure
   b. Print-out of events web pages
   c. Letter or e-mail from provider about the event

5. Complete the Budget Worksheet provided. Please follow university travel reimbursement guidelines to estimate expenses (see https://uw.foxworldtravel.com/).

6. Have Supervisor sign cover page as signature of support.

Submission Process:

1. Submit grant proposal application to *SoE Professional Staff Development Recognition Committee* c/o teri engelke, Assistant Dean - HR to teri.engelke@education.wisc.edu.
   If you do not have access to the internet, you may mail application to teri at:
   Business Office, L259 Education Building
   1000 Bascom Mall
   Madison, WI 53706

2. The *SoE Professional Development Recognition Committee* reviews proposals based on the criteria, grant funding available and programmatic concerns.

3. Funds allocated are handled through SoE Fiscal Services.

Submission Timeline:

Application Due: The first of the month on a rolling basis. Notification Date: one to four weeks after submission
Summary Due: Thirty days upon activity completion
Note: Your application may be considered at a later date for future dated activities more than three months away.

Summary Report:

A summary report of the professional activity is required within thirty days of activity completion. This summary report is to assist with the evaluation of the professional development program. The summary should be five hundred words or less and describe the activity and how it relates to skills and tasks for employees of the SoE. The summary can be submitted to teri engelke.

If you have any questions, please contact your current university staff representative.

School of Education - University Staff Development Grant Program
PROPOSAL COVER PAGE

Please refer to the "Professional Development Grant Submission Procedures" before completing this page.

1. Applicant Information

Name: [   ]   Business Phone Number: [   ]

Department UDDS: [   ]   Dept. Address: [   ]

Title: [   ]   E-mail: [   ]

2. Activity Information

Title of Activity: [   ]

Begin Date: [   ]   End Date: [   ]

Brief Description of Activity:

[   ]

Total Expenses (Taken from Budget Worksheet) [   ]

3. CHECKLIST: Please check off each item *Incomplete proposals or those missing proper signatures will be ineligible for consideration*

☐ Proposal Cover Page (including appropriate UDDS number)

☐ Grant Proposal Form

☐ Budget Worksheet and Supporting Documentation

☐ Documented Information on Activity

☐ Supervisor Signature of Support

☐ Submit 1 Copy either electronic or print to teri engelke, L259 Education Bldg, 1000 Bascom Mall, Madison, WI 53706

This section to be filled out by supervisor/chair

Chair/Supervisor Signature of Support: [   ]

Name of Chair/Supervisor: [   ]

Date [   ]   ☐ Verify applicant has an appointment of 50% or more in a perm/project position

School of Education - University Staff Development Grant Program
GRANT PROPOSAL

1. Applicant Information

Name:

Title:

Department:

Overview: Provide a brief description of the nature of the development activity. Attach one or two relevant documents (this could be agenda, web page, brochure etc.)

Description: Please provide a description of the location, dates, total cost and target audience of your activity request.

Briefly explain why this activity is important to you and what you will learn through the conference or training that you can bring back to your department/unit.

School of Education - University Staff Development Grant Program
BUDGET WORKSHEET

Supporting documentation needs to be provided for all budget items. Include evidence of cost-saving where appropriate. If travel is involved, please be aware of and follow UW-Madison travel guidelines at http://www.bussvc.wisc.edu/acct/policy/travel/trpol.html

Activity Begin Date: [   ]   Activity End Date: [   ]

Registration Fees or Costs:

☐ Conference Registration   ☐ Course Registration   ☐ Other

Air Transportation:
Provide a quote from a Web source approved by UW-Madison guidelines. Funds awarded for travel will not exceed the amount requested at the time of submission.

Ground Transportation: *UW Fleet is preferred when available*

# of Miles for Duration of Trip: [   ]   Cost Per Mile: [   ]   Total: [   ]

Taxi: [   ]   Parking: [   ]   Tolls: [   ]

Lodging: UW Lodging maximum requirements apply. Provide documentation if you are staying at the conference hotel and the rate is higher than maximum guidelines.

# of Nights: [   ]   Cost per Night: [   ]   Other Charges: [   ]

Explain Other Charges: [   ]

Food: UW in-state/out-of-state limits apply. Food provided for event participants is not allowed. Do not claim means included in registration fee.

# of Breakfast Meals: [   ]   Allowed Rate [   ]   Total [   ]

# of Lunch Meals: [   ]   Allowed Rate: [   ]   Total: [   ]

# of Dinner Meals: [   ]   Allowed Rate: [   ]   Total: [   ]

Other Expenses:
List and Justify

Total of Other Expenses

Total of Expenses: *Please enter this total on the proposal cover page*