

**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 position with an academic staff backup appointment.
- Applicants must have at least a 50% appointment.
- Professional development activities must begin between January 1, 2016, and June 30, 2016.
- Emeritus faculty or limited appointees without a backup academic staff position are not eligible.
- Applicants must not have received funding in the two previous rounds of competition (funding for Spring 2015 or Fall 2015 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 equally \$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, 2016, and June 30, 2016.

### **Proposal Deadlines**

Proposals must be submitted to the department chair/unit head electronically via the online Professional Development grants submission system no later than **October 23, 2015**. Department chairs and unit heads review, approve and submit the proposal to the Dean/Director by **October 30, 2015**. Deans/Directors review, approve and submit the proposal for final review by the Professional Development and Recognition Committee by **November 13, 2015**.

### **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 after the completion of their professional development activity no later than July 31, 2016. The report outline is available at [http://acstaff.wisc.edu/wp-content/uploads/2014/03/Grant\\_Reporting\\_Form\\_2-14.doc](http://acstaff.wisc.edu/wp-content/uploads/2014/03/Grant_Reporting_Form_2-14.doc)

### **Online Submission System**

All applications must be submitted online at <https://apps.ohr.wisc.edu/staffdev/>.