

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 or a limited appointment with no backup appointment.
- Applicants must have at least a 50% appointment.
- Professional development activities must begin between July 1, 2016, and December 31, 2016.
- Emeritus faculty or limited appointees with a backup university staff position are not eligible.
- Applicants must not have received funding in the two previous rounds of competition (funding for Fall 2015 or Spring 2016 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 July 1, 2016, and December 31, 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 **March 11, 2016**. Department chairs and unit heads review, approve and submit the proposal to the Dean/Director by **March 18, 2016**. Deans/Directors review, approve and submit the proposal for final review by the Professional Development and Recognition Committee by **April 1, 2016**. It is the responsibility of the applicants to follow up with department chairs/unit heads and Deans/Directors on the approval status of their applications prior to the deadlines above.

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

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 January 31, 2017. The report outline is available at 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/>.