



February 2, 2016

**MEMORANDUM**

**To:** Academic Staff  
**From:** Heather Daniels, Secretary of the Academic Staff  
**RE:** *Spring 2016 Academic Staff Professional Development Grants – RFP for Fall 2016 Activities*

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The UW-Madison Academic Staff Professional Development Grant Program, authorized by the Board of Regents, is offered to all academic staff members who hold at least a 50 percent appointment. The grants are for professional development activities that will begin between July 1, 2016, and December 31, 2016. Information on the grant program can be obtained from the website:

<http://acstaff.wisc.edu/professional-development/grants/academic-staff-professional-development-grants>

These grants are intended 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 for job requirements.

**Eligibility:** To be eligible for this grant, applicants must not have received funding in the previous two rounds of competition (funding for activities in Fall 2015 or Spring 2016). Emeritus faculty or limited appointees with a backup university staff appointment are not eligible.

Please encourage academic staff to consult the website listed above for additional information on the Academic Staff Professional Development Grant Program.

Two informational brown bags will be held:

*Tuesday, February 16, 2016, 12:00-1:00 pm, Union South*  
*Wednesday, February 17, 2016, 12:00-1:00 pm, 1345 Health Sciences Learning Center*

**Please Note:** All applications MUST be submitted and approved electronically. Please refer to the Academic Staff website for more instructions on submitting an application. The electronic submission system is available at:  
<http://apps.ohr.wisc.edu/staffdev/Default.aspx>.

**Deadlines for the spring competition:**

Applicant electronically submits completed application to department chair/unit head	March 11, 2016
Department chair or unit head electronically approves applications	March 18, 2016
School/College/Division Dean/Director electronically approves applications	April 1, 2016
School/College/Division Dean/Director emails ranked list of applications to the Secretary of the Academic Staff (if applicable)	April 1, 2016

**Unit Requirements:** Units are expected to match the Professional Development Grant funds awarded by the committee. If budget constraints prevent departments from contributing their share of the funding, please inform staff before they begin working on a grant application.

If you or your colleagues have any questions, please contact 263-2985 or [pdrc@soas.wisc.edu](mailto:pdrc@soas.wisc.edu).

cc: Deans, Directors, Department Chairs, and Personnel Representatives