**College of Letters and Science University Staff**

**Professional Development Program**

**GRANT SUBMISSION PROCEDURES**

1. Complete the following:

a. Complete the **Proposal Cover Page**

b. Prepare a one-page written proposal that includes:

i. Your name, title, department or unit

ii. A description of the nature of the professional development opportunity (include brochure or other documentation)

iii. A brief explanation of why this activity is important and the role it will play in your professional development and, if relevant, how it relates to your current position

c. Prepare the **Budget Worksheet**. Please follow university travel reimbursement policies and procedures in estimating these expenses and refer to the attached information sheet. The maximum amount that can be requested is $1500.

2. Process:

a. Supervisor signs proposal cover page and returns to applicant. If the proposal is not approved, supervisor should attach justification for refusal to Proposal Cover Page and return to applicant.

b. Applicant forwards completed applicant packet all in one pdf document to Lori DeMeuse at [lori.demeuse@wisc.edu](mailto:lori.demeuse@wisc.edu) by **Friday, May 15, 2020**. For assistance with the electronic submission, please feel free to contact Lori at the email above. For proposals that are not approved by the supervisor: applicant may still submit proposal for full consideration. Please include with application materials the supervisor’s justification for refusal and applicant’s own justification for consideration

c. University Staff Issues Committee (USIC) reviews the applications and makes decisions on awards.

d. Applicants are notified as soon as possible of results with a copy to the supervisor.

e. Funds will be transferred to the unit at the time the costs are incurred.

GRANT OBJECTIVES

Funding for University Staff Professional Development Grants is intended to assist College of Letters and Science university staff in participating in meaningful professional development activities for which funding might otherwise not be available. Be sure to refer to the attached information sheet explaining when the activity would also need to be approved through the Tuition Reimbursement Process. Examples of training or development opportunities you might apply for include:

* Courses from UW-Madison or within the UW System relevant to your professional development.
* Other courses—either off-site or via distance learning—such as language courses or software training, offered through institutions such as Madison College, etc. Stronger consideration will be given to non-private type organizations (e.g. UW-Madison, Madison College)
* Training or workshops offered by the Office of Talent Management
* Diversity training
* Membership fees for professional organizations. Example: International Association of Administrative Professionals (<http://www.iaap-hq/.org/>)
* Conferences or workshops

- The National Association of Graduate Admissions Professionals (www.nagap.org)

It is the responsibility of the applicant and supervisor to ensure that proposals meet college, UW-Madison and State policies and procedures. Training that involves travel should be justified (i.e., sole provider of training/retraining only available at single location; no locally known trainer, consultant, etc.) If a fee for membership in a professional association is requested, the relevance of the association should be explained. If language training or software training is requested, the need for such training should be stated. The grant will not subsidize the purchase of software.

The grant proposal MUST:

1. Be clearly and convincingly written.

1. 2. Follow proposal submission procedures.

**APPLICATION DEADLINE IS FRIDAY, MAY 15, 2020**