



Writing A Successful Professional Development Grant

Professional Development
and Recognition Committee (PDRC)

Today's Objectives

- Purpose and Eligibility
- Application
 - Components
 - Eligibility
 - Suggestions
- Evaluation and Funding
- Common mistakes
- Questions



Application Resources

- Web site:

- <https://acstaff.wisc.edu>

- Click on “Professional Development” on the task bar

- Click on Grants then Professional Development Grants

- Applications must be completed using on-line system

- <https://apps.ohr.wisc.edu/staffdev/Default.aspx>



Purpose and Eligibility

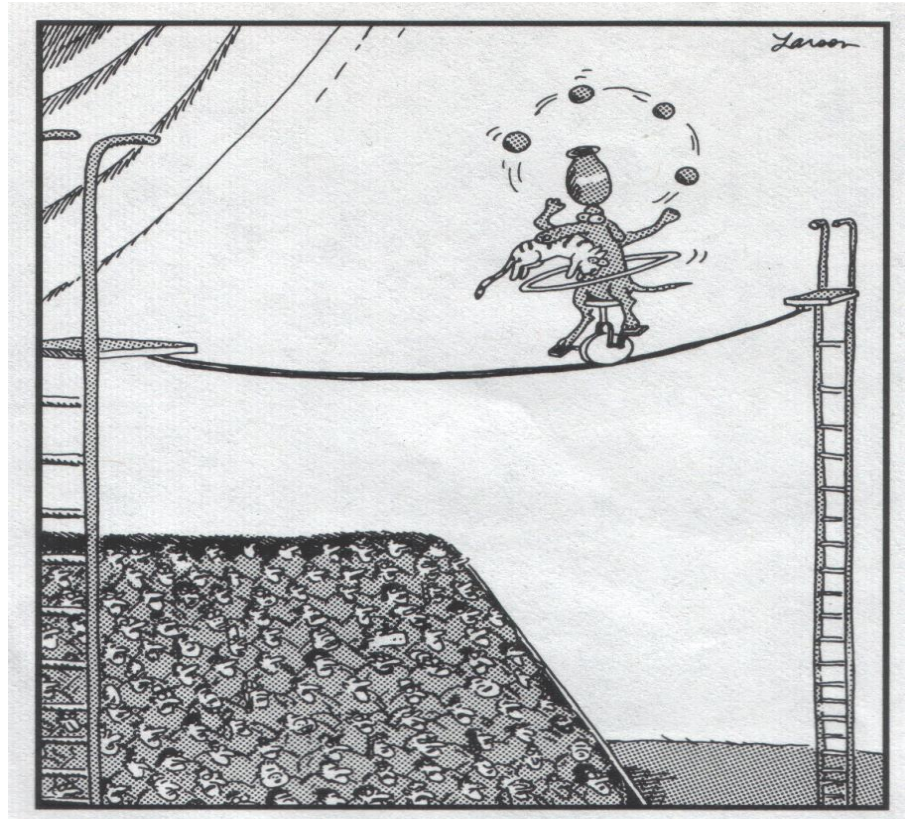
Professional Development?

Activities that help you:

- Learn new skills
- Add to your knowledge base
- Enhance your competencies

In order to:

- Do your current job better
- Improve your program
- Contribute to the betterment of the university



Appropriate Activities

Job-related...

- Conferences
- Workshops / Seminars
- On-campus activities
- Self-designed activities



Make a case
for it!

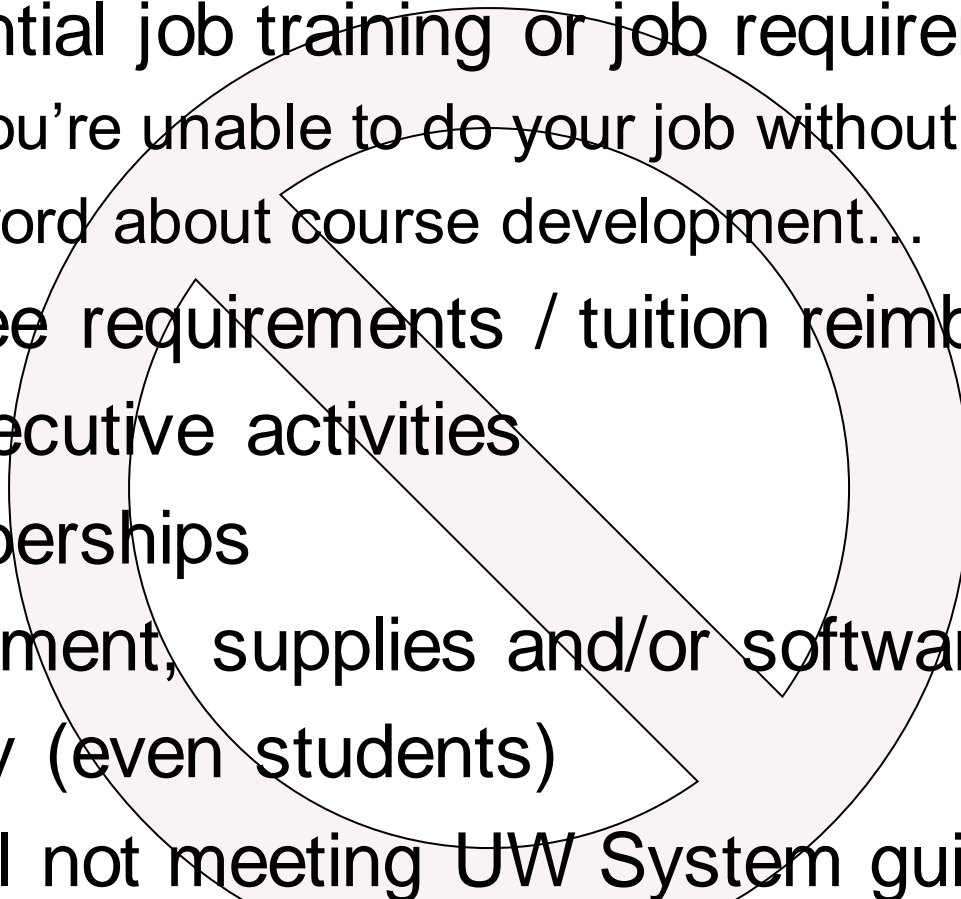


Eligibility / Parameters

- For activities beginning between **July 1 – December 31, 2021**
- Must hold at least a 50% academic staff appointment (including instructional, clinical, limited with academic staff backup appt/university staff backup appt/no backup appt)
 - At time of application and during the grant period
- Proposed activity needs to fit grant objectives, and the definition of professional development
- Matching funds for at least half of the total cost (PD grant funds available for up to half)
- Must be current on reports from past grants
- Travel plans must fit UW System travel guidelines

*Typically, applicants must not have received funding in the two previous rounds of competition to be eligible. This requirement has been removed for the Spring 2021 Competition due to COVID-19.

Not Appropriate / Ineligible

- Essential job training or job requirements
 - If you're unable to do your job without it
 - A word about course development...
 - Degree requirements / tuition reimbursement
 - Consecutive activities
 - Memberships
 - Equipment, supplies and/or software
 - Salary (even students)
 - Travel not meeting UW System guidelines
- 



Application



Application To Do's

- Get support from your supervisor or chair for the PD activity and to ensure matching funding from your unit (at least half)
- Check with your School or College about internal deadlines and review and submission processes
- Check with your unit's money person
 - Fund 101 Department ID (UDDS) for fund transfer
 - Travel reimbursement procedures
- Submit application online



Online Application Due Dates

Applicant electronically submits completed application to Department Chair or unit head **March 19, 2021**

Department Chair or unit head electronically approves applications **March 26, 2021**

School/College/Division Dean or Director electronically approves applications **April 9, 2021**

School/College/Division Dean or Director emails ranked applications to the Secretary of the Academic Staff (if applicable) **April 9, 2021**



Proposal

- 1. “What”
 - Documentation (Web site, program publication) to verify dates, location, cost and general agenda
- 2. “Why”
 - Make your own, original case
- 3. Application to your work
 - How you’ll use and share what you’ve learned
- 4. Broader impact

Budget Form: Completed in the online system

- Document and explain all costs
 - Don't shortchange yourself
- Also explain omissions; don't make us guess
- Verify which meals are provided by your fee and which need per diems
- Double-check with your money person about reimbursement and necessary documentation
- NOTE: Funds awarded cannot increase with transportation costs





Special Notes on Travel

- When booking airfare, be sure to use the “lowest logical” airfare
- Include a comparison print-out from Concur when booking airfare

<https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>

COVID-19 Note: University-sponsored travel outside of Wisconsin or by air within the state remains cancelled until further notice. Any exceptions are approved at the school/college/division level (i.e. dean or director).



Resume or Vita

- Yours:

- 2 pages max

- Show connection between your job and the activity you're requesting

- Consultant / Speaker

- Include resume or vita

- Also include other supporting materials (contract, agreement, verify expertise, etc.)



Letter of Support

- From Direct Supervisor
 - In some cases, this may be your dept chair or dean/director
- Support for your proposal
- Indicating availability of matching funds and the source (may want to have contingency for increased transportation costs)
- Arrangements for handling workload in your absence

Submitting Your Application

- Go to <https://apps.ohr.wisc.edu/staffdev/Default.aspx>
- Log in with your Net ID and select correct competition (Academic Staff Professional Development Grant)
- Upload application elements as PDFs as prompted by online system and submit by March 19, 2021.
- Save each of the following as individual PDFs:
 - Letter for your supervisor
 - Documentation about the proposed professional development activity
 - Short CV/Resume as it related to activity (no more than 2 pages in length)
 - Documentation regarding expenses (each section of the budget requires documentation as **separate** pdf files)
- You **must** know your Dept ID # (UDDS #) and program code



Evaluation and Funding

Approved?

Approval/Review Process

Current Proposal Status: DRAFT - [Edit Proposal](#)

Step	Title	Name	Comments	Status
1	Submitter/Nominee	AMY HAWLEY	No Comments	PENDING
2	Department Chair		No Comments	PENDING
3	Dean/Director		No Comments	PENDING

It is your responsibility to track the status of your application. Follow up as needed with your department chair and/or your dean/director to ensure timely approvals.

Criteria/Evaluation



- Eligibility
- Alignment with program objectives of funding
- Quality of the case you made
- Effectiveness (cost, quality) of meeting your PD needs with this experience
- How well you demonstrated the usefulness, application and impact of the activity on your work, program and university



Evaluation Overview

- Review team consists of half of the Professional Development and Recognition Committee
- Review team reads all applications and evaluates, scoring up to 35 points
 - Relevance and Justification – 10 points
 - Use and Impact – 10 points
 - Program and University Benefit – 10 points
 - Overall Quality – 5 points
- NOTE: Given equally meritorious applications, preference may be given to applications from Academic Staff members who have NOT received funding in the past
- Notification in May 2021

Funding History

Activity Period	# Submitted	# Funded (%)	Average Award
Spring 2021	12	12 (100%)	\$844
Fall 2020	61	24 (39%)	\$1,070
Spring 2020	75	35 (47%)	\$1,128
Fall 2019	83	30 (36%)	\$1,100
Spring 2019	78	35 (45%)	\$979
Fall 2018	54	35 (65%)	\$962
Spring 2018	58	24 (41%)	\$1,170
Fall 2017	61	29 (48%)	\$1,018
Spring 2017	80	40 (50%)	\$868

Reasons for Not Funding

- Quality of application
- Incomplete packet
- Ineligible
 - Inappropriate request
 - Reapplied too soon
 - Appointment type/percentage





In Summary...

- Check with your department
- Determine your PD objectives and activity
- Submit proposal online
- Be complete, concise and compelling
- Follow submission guidelines and deadlines
- Submit summary report after activity



Deadlines

- Check with your School or College about internal deadlines and review process

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Questions?

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[Program Overview](#)

[FAQs](#)