

STAFF PROFESSIONAL DEVELOPMENT FUND

The Staff Professional Development funds are available to assist in providing funds for continued professional development. Emphasis should be placed on opportunities to develop professional and personal skills which will enhance job performance and responsibilities on campus.

FUNDING PRIORITIES:

1. All benefit-eligible exempt (professional/executive) and non-exempt (classified) staff paid from an appropriated fund are qualified to receive funding.
2. Activities that promote professional growth, based on the mission of the University which may include but are not limited to:
 - a. presentations at workshops, seminars or conferences;
 - b. attending professional presentations/programs at the local, state or national level;
 - c. publication of books, articles and papers related to your work area;
 - d. service in professional associations or organizations at the local, state or national level;
 - e. providing programs or workshops for staff;
 - f. presenting programs or workshops to civic organizations or groups;
 - g. Continuing education courses for maintenance of state licenses as a requirement for employment.
3. Acceptable funding requests:
 - a. Registration fees for on- or off-campus conferences/workshops/seminars;
 - b. Travel expenses including airfare, mileage reimbursement, taxis/shuttles etc., parking, meals, lodging and associated business expenses.

PROPOSAL REQUIREMENTS:

1. Request cover sheet completed.
2. Department Supervisor comments, matching fund amount (minimum 25% match) and signature.
3. Budget breakdown on the form provided, plus explanations for car rental or other transportation costs.
4. Completed Narrative.
5. Attached letters/emails of conference acceptance or registration.

APPLICATION DEADLINES:

1. Applications will be accepted for consideration on or before 5:00pm as follows:
 - a. June 1 for activities that will be between July 1 and September 30.
 - b. September 1 for activities that will be between October 1 and December 31.
 - c. December 1 for activities that will be between January 1 and March 31.
 - d. March 1 for activities that will be between April 1 and June 30.

APPLICATION GUIDELINES:

1. Proposals must be completed on the form provided. Incomplete proposals will not be considered.
2. Proposals for a presentation must include acceptance notification from the conference.
3. Proposals for attendance at a conference or professional training must indicate how attendance will benefit applicant's position.
4. There must be strong endorsement from the Department Supervisor. Financial match beyond the 25% is evidence of stronger support and may help the application.
5. Eligible staff members (as outlined in Funding Priorities) may receive a maximum of \$750 total award every other fiscal year. There is no limit to the number of proposals that can be submitted per staff member, but the total award may not be exceeded in the applicable two-year period.
6. In the case of multiple applicants attending the same conference, separate proposals must be submitted for each.
7. The award of funds is viewed as a contract between the staff member and the university. Any deviation from proposed use of funds requires committee approval.
8. **A one page report is due 30 days after the travel or end of the project or by June 30th of the current fiscal year, whichever comes first. This report should explain how the award benefited you, your department, and the institution.**
9. Retroactive applications will not be considered. Exceptions to the deadline will be considered on a case by case basis after proper documentation is received.

STAFF PROFESSIONAL DEVELOPMENT FUND APPLICATION

Name:

E-Mail:

Staff Status:

Office Phone:

Exempt (Professional/Executive)

Office Location:

Non-exempt (Classified)

Department:

Full Cost of Proposal \$

Amount requested **from this fund (Maximum \$750)**: \$

Abstract of the Funding request *(600 characters or less)*

How will your position directly benefit by this request:

Date of last Professional Staff Development Fund request:

Signature of applicant _____

Supervisor's Comments & Assessment: Supervisor should indicate their assessment of the proposal and how the proposed activity assists the staff member in his/her position. The supervisor must articulate how the proposed activity supports the mission of the department. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your department. The committee relies on your objectivity to make its assessment.

Signature of Supervisor: _____

Amount of matching funds from Department: \$_____ **Supervisor Initials:** _____

Check list for Supervisor (please check boxes that apply)

- Proposal is a benefit to the department or university
- There are at least 25% matching funds (25% match of amount requested from SPDF funds)
- There is a strong endorsement for this project from the Supervisor
- The proposal is complete and well written
- The proposal meets department criteria/need
- Objectives are clear and obtainable
- Dissemination opportunities within department
- Project consistent with mission of university
- Release time is approved if applicable
- Proof of IRB approval must be attached to the proposal if it is required

BUDGET BREAKDOWN

Category	Total Funds	Matching Funds	
		Banner Index _____	Funds Requested from SPDF
		Allocated fund _____	
Airfare	\$	\$	\$
Mileage (at current university rate)	\$	\$	\$
Car rental/taxi/shuttle, etc. (include explanation with narrative)	\$	\$	\$
Meals (not included in registration at current university rates) # of days _____	\$	\$	\$
Lodging # of nights _____	\$	\$	\$
Registration/Conference Fees	\$	\$	\$
TOTAL	\$	\$	\$

- A minimum of **25% match from department funds of amount requested.**
- The budget must be itemized in detail, including the cost of all activities. Be cost effective and include the sources for matching funds. There is greater scoring potential for applications that have a higher percentage of matching funds than the required minimum.
- Matching Funds includes actual cash, not gifts in kind or In-Kind Trades. Only actual cash awards will be used to calculate the match.
- **Indicate the source** of the matching funds as well as the amount (*Fill in Banner Index in matching funds column*).
- **If matching funds source is not from a state allocated fund, please indicate allocated fund to transfer award money to:**
- Personal Funds or related matches will not be counted. The match must come from an external source that is not financially affiliated with the applicant.

Answer the following questions

(Applicants may add a separate statement of explanation if needed)

Name of Conference or Professional Meeting:	Date of Conference/Mtg.:
Category of Conference	Location:
Regional National	
If presenting, have you been accepted?	Title of Presentation
<i>(if yes provide evidence)</i>	

How is this activity related to your professional duties as an employee of SUU?

(150 characters or less)

Explain how this project makes you, the applicant, a better employee.

Explain how your budget plan is reasonable and cost effective.

List details for “Car rental, taxis, shuttles, gas/mileage” budget line items, including justifying these expenses rather than using the hotel courtesy transportation or other forms of transportation.