



The University of Wisconsin System Administration  
**Academic Staff Development Grant Program**  
Application for 2009-2010 Funding

*Due Date: Friday, November 13, 2009*

| Academic Staff Applicant |
|--------------------------|
| Name                     |
| Title                    |
| Division                 |
| Signature                |

| Supervisor Approval |
|---------------------|
| Name                |
| Title               |
| Signature           |

| Amount of Grant Request |
|-------------------------|
|                         |

| Abstract |
|----------|
|          |

## 2009-2010 Academic Staff Grant Budget Request

| Itemized Expenses | Amount         |               |
|-------------------|----------------|---------------|
| Description       | Division Match | Grant Request |
| Registration      |                |               |
| Airfare           |                |               |
| Mileage           |                |               |
| Lodging           |                |               |
| Meals             |                |               |
| Airport Parking   |                |               |
| Airport Shuttle   |                |               |
|                   |                |               |
|                   |                |               |
|                   |                |               |
|                   |                |               |
| <b>Totals</b>     |                |               |

### 2009-2010 Academic Staff Grant Narrative

A narrative, not to exceed one page, may be used to supplement the abstract and should include:

1. Statement of objectives: How does the program relate to the needs of the department, division or institution?
2. Description of training or professional activity (may include brochure, which can exceed one page).
3. Arrangements for handling the workload of a successful applicant must be stated in the proposal if release time is requested.
4. Method by which the success of the program will be evaluated in relation to the stated objectives of the proposal. Such evaluation might extend beyond the end of the grant period, but the proposal should give anticipated dates.

### Application Submittal

The proposal may be sent through inter-d mail or emailed in PDF form to:

Eileen Norby, Chair  
 UWSA Academic Staff Committee  
 780 Regent Street, Suite 145  
[enorby@uwsa.edu](mailto:enorby@uwsa.edu)

## **Application Processing**

- A. Proposals must be submitted to the Academic Staff Committee by the date stated in the cover letter attached to the request for proposals.
- B. The Academic Staff Committee will have responsibility for review of the proposals. It will recommend to the Senior Vice President for Administration the proposals selected for funding. Criteria by which the proposals will be evaluated include:
  - 1. The degree to which the proposal meets the objectives of this program outlined in Section II and the feasibility of meeting the stated objectives.
  - 2. The likelihood that the objectives can be accomplished given the time, budget, and credentials of the employee(s).
- 3. Whether the proposal provides an opportunity for academic staff to increase their effectiveness by expanding knowledge in their areas of expertise.
  - 4. The degree to which the proposed project might enhance professional skills that will enable a staff member to compete for more responsible positions.
  - 5. The project's potential to contribute to improving program vitality.
  - 6. The project's potential to improve the delivery of services to the clientele of the program.
  - 7. Appropriateness of budget.
  - 8. Consideration will be given to projects like UW-sponsored group workshops or conferences which have the potential to benefit a broad range of UWSA staff.
  - 9. Applications from academic staff who have not received a previous award under this program will be given special consideration.
  - 10. Applicants are encouraged to consider forwarding proposals that include an emphasis or focus on continuous quality improvement/process reengineering, or instructional technology/distance education.
- C. Proposals recommended for funding by the System Administration Academic Staff Committee (ASC) will be reviewed by the Senior Vice President for Academic Affairs who will make the final determination. A listing of awarded proposals will be published.

## **GUIDELINES FOR CONSIDERATION OF ACADEMIC STAFF GRANT PROPOSALS**

### **Policies**

1. Only represented academic staff members are eligible to submit and receive grants.
2. Grant proposals should be matched with half or more funds coming from the employee's division. Grant proposals from academic staff members who have no matching funds may be given lower priority and may not be funded at all.
3. Grant proposal submissions and use of the grant dollars should occur during the same fiscal year. Exceptions may be made for activities that occur immediately after the start of the next fiscal year.
4. The professional development activity that is the subject of the grant proposal must contribute to the needs of the UW System for improved staff effectiveness, improved program quality and/or improved institutional effectiveness.
5. All proposals and grants involving travel must conform to the UW System Travel Regulations, Financial Policy Paper 36 (Rev. 8).
6. Grant proposals may not request funding for supplies and equipment.
7. Funding attendance at meetings where attendance is expected as a routine job responsibility is considered the primary responsibility of an employee's division. Grant proposals to cover attendance at these types of meetings may be considered in unique circumstances but will be given lower priority in funding.
8. Grant proposals from academic staff members who have not received grants in the past will be considered before proposals from past academic staff grant recipients.
9. Priority will be given to funding professional development activities that do not already have other established funding mechanisms (i.e. tuition reimbursement, routine on-the-job training, etc.).

### **UWSA Practice**

10. Committee members will not participate in evaluating their own grant proposals.
11. A grant recipient must be a represented academic staff member at the time the funded professional development activity takes place.
12. In general, grants will not be applied retroactively (i.e. to professional development activities that have already occurred).
13. If funds are limited, efforts will be made to fund part of all requests rather than all of some grant proposals and none of others (assuming equal priority).

**THE UNIVERSITY OF WISCONSIN  
SYSTEM ADMINISTRATION GUIDELINES FOR THE  
ACADEMIC STAFF PROFESSIONAL DEVELOPMENT PROGRAM**

**FY 2009-10**

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**I. Background**

This paper describes objectives for a UW System Administration Academic Staff Professional Development Program and sets forth guidelines for its administration.

In addition to this program, systemwide professional development programming consists of the policy of fee/tuition reimbursement for employer authorized course work or training that "provides skill or knowledge that will improve an employee's job performance. This may include acquiring skills and knowledge necessary for advancement to another job which is pertinent to the mission of the university." *General Administrative Policy Paper (GAPP) 25-Rev(4)* provides guidelines for institutional use of this program.

Other programs exist at the institutional level, such as on-campus seminars offered by consultants, UW-Extension and other UW System staff, and reimbursement for expenses in connection with attending meetings and conferences related to academic staff members' institutional responsibilities. Academic staff attend conferences of professional associations to which they belong, which is a means for professional development.

The grants process recognizes interrelated missions of UW System Administration and UW System institutions. In pursuit of educational excellence, two of UW System Administration's primary roles are to support and encourage collaboration among institutions, academic programs and individuals, and to support the professional development of academic staff. In order to assure that the targeted academic staff will have enough funds available to take advantage of the program, proposals will no longer be considered from staff holding limited positions with academic staff backup titles.

**II. Objectives of the UWS Academic Staff Professional Development Program**

This program has been established to facilitate individual professional development that contributes to the needs of the institution for improved service and flexibility. The program has the following main objectives:

- A. **Individual Professional Development:** Provide an opportunity for academic staff to enhance their effectiveness in meeting changing needs or roles and delivering continuous quality improvement. This is a concern for higher education, and is a particular concern of individual academic staff members in their own professional and career development.
- B. **Improved Program Quality:** Contribute to improving program vitality during a period of anticipated resource constraints and rapidly changing administrative and educational needs.
- C. **Improved Institutional Effectiveness:** Enhance and refine those abilities most directly related to the mission and goals of UW System Administration; some examples include: designing for diversity, improving instructional technology and promoting distance learning. It is not the intent of the grantor to support on the job training which is routinely provided by the division.

### III. Funding Provisions

- A. Proposals will be funded on a matching basis: One-half from the Academic Staff Professional Development Grant fund, and an equal or greater matching commitment from the employee's division. Each applicant is encouraged to obtain a commitment for matching funds before finalizing a proposal. Should matching funds not be available, the grant request will still be considered but might be given lower priority than one for which matching funds are available.
- B. Proposals involving travel must conform to the *UW System Travel Regulations, Financial Policy Paper 36 (Rev. 8)*.
- C. Budgets may not include capital equipment.
- D. This program is intended to supplement, not to supplant, each division's staff development program. Each division will continue to be responsible for providing existing resources to support development efforts such as attending professional meetings. The committee will consider supporting attendance at professional meetings even if that support has been provided in past years by division monies; however less priority may be given to that type of proposal. The fee/tuition reimbursement program will continue to operate as in the past, except in specific cases where a proposal is funded through the Academic Staff Professional Development Program.
- E. Requests for funding must be for activities consistent with the provisions of *UWSA Unclassified Personnel Guideline #8: Employee Performance Improvement*.

### IV. Proposal Contents

- A. Cover Sheet and Budget Request: Complete the attached sheets. Expenses must be itemized and split between Office funds and those requested from the grant. Items would include cost of the programs, travel expenses (meals, lodging, transport), materials and so forth.
- B. Narrative: Not to exceed one page, may be used to supplement the abstract. Narrative or abstract should include:
  - 1. Statement of objectives: How does the program relate to the needs of the department, division or institution?
  - 2. Description of training or professional activity (may include brochure).
  - 3. Arrangements for handling the workload of a successful applicant must be stated in the proposal if released time is requested.
  - 4. Method by which the success of the program will be evaluated in relation to the stated objectives of the proposal. Such evaluation might extend beyond the end of the grant period, but the proposal should give anticipated dates.