

University of New Hampshire
STAFF PROFESSIONAL DEVELOPMENT GRANT PROGRAM
FY09 Application

GENERAL INFORMATION

The Professional Development Grant Program provides the opportunity, for **EE, OS, and PAT staff**, to attain new skills or knowledge in a manner that will enhance a staff member's performance or eligibility for promotion and be of specific benefit to the department, college, university and/or University System.

Such opportunities might include:

- Conferences, workshops and seminars, both on and off campus
- Academic courses not offered within the University System
- Travel and accommodations for off campus courses, workshops, etc.
- Special projects, including but not limited to research and publication

GRANT CRITERIA

- All applicants must be in a benefits-eligible UNH/UNH at Manchester position for at least one year prior to the date of the proposed professional development activity.
- No more than one grant will be awarded per person during a twelve-month period. This is calculated from the date of notification of the previous grant. The maximum award is \$750.00.
- The Committee will **NOT** fund:
 - computer hardware
 - software
 - journals/books
 - individual memberships to associations or organizations
 - training/certification **directly required** of a staff member's position
- Department Contribution - This program is intended as a complement to and *not* in lieu of departmental professional development funds. *Please provide an explanation if the department is not contributing to your funding source.
- Documentation of *ALL projected expenses is to be included in the grant application*. *Include copies of transportation costs, reservation receipts, program fees and other associated fees/expenses. Do **not** calculate expenses for meals that are included in conference registrations.
- The Staff Professional Development Grant Committee believes that it is extremely important that individuals who apply for development funds make some personal investment in their own development and strongly encourages individuals to do so. The personal investment can be a monetary contribution of personal funds toward expenses and/or a contribution of a non-monetary nature. For example: commitment of your personal time, use of personal car, staying with relatives rather than in a hotel. The level of your personal contribution is taken into consideration by the committee.
- Retroactive reimbursements may be considered at the next regularly scheduled Grant Committee meeting. ***Reimbursements will not be made to departmental budgets; only to individuals. All claimed expenses must have accompanying receipts.***

- Written appeals of Committee decisions may be considered within thirty (30) days of Committee action.
- If expenses exceed the award, the difference will not be covered by the Staff Professional Development Grant Fund.

****INCOMPLETE GRANT APPLICATIONS WILL NOT BE CONSIDERED****

<i>APPLICATION DEADLINES</i>		<i>GRANT NOTIFICATION DATE</i>	
September	8th	September	27th
December	1st	December	20th
March	1st	March	20th
June	1st	June	20th

***The application deadline is the date the application must be in the possession of the grant committee’s Secretary/Treasurer.**

Please complete the attached grant proposal and budget forms and submit with **ten (10) copies** to:

Slava Bruder, Secretary/Treasurer
Staff Professional Development Grant Program
SHARPP/Verrette House

***Grant applicants will receive formal notification from the committee Secretary/Treasurer.**

If you have any questions or concerns about grant funding or need assistance with this application, please contact a committee member at the number below:

Christina VanHorn	Human Resources, 2 Leavitt Lane	x2-0519	Chair
Slava Bruder	SHARPP, Verrette House	x2-3494	Sec/Treasurer
Jennifer Dube	English Dept., Hamilton Smith Hall	x2-1315	
Mary Essley	Institutional Research, Thompson Hall	x2-0689	
Lisa Wilder	Education Dept., Morrill Hall	x2-2381	
Ken Brown	EHS, Perpetuity Hall	x2-1510	
Linda Hayden	Campus Recreation, Hamel Rec. Center	x2-4515	
Geoffrey Njue	Cooperative Extension, Dover NH	749-4445	
Michele Gagne	Cooperative Extension, James Hall	x2-5046	
Lori Lavac	UNHCE/NH Sea Grant Kingman Farm	749-1565	

University of New Hampshire
STAFF PROFESSIONAL DEVELOPMENT GRANT
FY08 Proposal Form

Please submit **original and ten (10) copies** of this proposal, the budget outline sheet, documentation for all projected expenses and other applicable documentation to:

Slava Bruder, Secretary/Treasurer
Staff Professional Development Grant Program Committee
SHARPP, Verrette House

Applicant Name: _____ EE OS PAT

Department: _____ Phone # _____

Position: _____ Years @ UNH: _____*
(BENEFITS ELIGIBLE POSITION)

Have you received a Staff Professional Development Grant in the past? YES NO

If yes, when? _____ Award Sum? _____

Professional Development Activity: _____

Date(s) of Program/Activity: _____

In the space below (or as an attached document) please provide a **brief** description of your proposal. **Explain** how the program/activity will benefit you, your department, college, and the University or the University System.

Attach 10 copies of relevant materials including program brochures, documentation of fees, and associated costs for travel, etc. (Note: Incomplete applications will not be considered. The committee considers the accuracy and thoroughness of the data provided.)

*All applicants must be in a benefits-eligible position for at least one year prior to the date of the proposed grant activity. See first bullet under "Grant Criteria".

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STAFF PROFESSIONAL DEVELOPMENT GRANT
Budget Outline

ITEMIZED EXPENDITURES

Registration/Tuition, Etc.		\$	
Meals	# days ____ @ \$ ____ /day	\$	
Lodging	# days ____ @ \$ ____ /day	\$	
Travel Expenses			
	Air Fare	\$	
	Auto	\$	
Other (Specify)		\$	
Misc (Specify)	_____	\$	
	EXPENSE TOTAL	\$	

(be sure to attach documentation of all projected expenses)

FUNDING SOURCES

Department		\$	
Other (Specify)	_____	\$	
Personal Contribution		\$	
Staff Prof. Development Grant Request		\$	
	FUNDING TOTAL	\$	

+(explain below if non-monetary)

***(please explain below)**

(not to exceed \$750.00, payable to staff member only)

(Should agree w/ EXPENSE TOTAL above)

*Explain the monetary or non-monetary nature of your contribution:

+Explain the non-monetary department contribution:

*****PLEASE BE SURE YOU HAVE ALL 3 SIGNATURES BELOW!*****

Applicant Signature

Date

As Supervisor, I endorse this application and certify that the information is accurate and complete.

Immediate Supervisor's Signature

As responsible Fiscal Officer, I certify the above information.

Dean, Director or other responsible Fiscal Officer Date

Date Received	_ / _ / _
<input type="checkbox"/> Approved	
<input type="checkbox"/> Disapproved	
Amount Granted	\$ _____
Committee Action Date	_ / _ / _

University of New Hampshire
STAFF PROFESSIONAL DEVELOPMENT GRANT

APPLICANT CHECKLIST

Prior to submitting your grant application, it is recommended that you review this checklist to aid you in the completeness of your application.

- My grant proposal is written with clear specific language regarding the professional development benefit for myself, my department and the University.
- It has been at least one full year since I last received approval and funding for a UNH Staff Professional Development Grant.
- I understand that the grant committee only makes reimbursements to staff members, not to departments and that I can only be reimbursed for documented expenses.
- I have clearly identified the monetary/non-monetary contributions proposed by department and myself in concert with my funding request from the grant committee.
- My grant application contains all **3 required signatures**.
- I have included appropriate documentation regarding coursework and/or conference materials/brochures/web prints, etc. that clearly identifies the cost, dates, location and content for what I am requesting funding for - paying close attention not to request funding for meals that are included in my conference and/or course fees.
- The Grant Committee Secretary/Treasurer will be receiving 10 copies of my grant application by the posted deadline.