



STAFF PROFESSIONAL DEVELOPMENT GRANT PROGRAM
FY18 Application

GENERAL INFORMATION

The Staff 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 USNH and not covered by your USNH Tuition Benefit
- 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 position for **at least (1) year prior** to the date of the proposed professional development activity.
- No more than one grant will be awarded per person during a 24 month period. This is calculated from the first date of activity for previously awarded 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 be sure to 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***. Ex: Transportation costs including mileage, reservation receipts, program fees and other associated fees/expenses. Be sure to NOT calculate expenses for meals that are included in conference/program registrations. UNH per diem rates are available at: <http://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-travel-references>

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: Using non-work time to complete work for the conference/workshop, use of personal car, staying with relatives rather than in a hotel. **Please note that the level of your personal contribution is taken into consideration by the committee.**

IMPORTANT: Reimbursements are **ONLY** for applicants and only available **AFTER** your activity / program is completed, **not** prior. Funds are **NEVER** reimbursed to departmental budgets, (*including P-Card expenditures*). The Staff Professional Development Grant funds are intended for staff members out of pocket expenses. 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 Grant Fund.
- **INCOMPLETE GRANT APPLICATIONS WILL NOT BE CONSIDERED**

Application Deadline	Grant Notification Date
September 8 th	September 27 th
December 1 st	December 20 th
March 1 ^{st*}	March 20 th
June 1 ^{st**}	June 20 th

***All MARCH applications** must be for program attendance/travel that will be completed prior to the end of the current Fiscal Year (no later than June 30th).

****All JUNE applications** must be for program attendance/travel that is taking place in the upcoming Fiscal Year (July 1st and beyond).

DEADLINE is the date your application must be submitted to the [UNH BOX email address](#) for the review quarter you are requesting (June/September/December or March). Grant applicants will receive formal notification from the committee by the dates above for each quarter review period.

TO SUBMIT YOUR APPLICATION:

Scan your signed application & all accompanying documentation and submit as **PDF attachment** via email to our [FY18 Staff Grant UNH BOX email address](#)

This UNH Box folder will only receive your application attachment. It will not accept any notes in your email. If you have questions or need assistance please call 862-0519. The BOX folder will send you a confirmation email receipt.

IMPORTANT: ANY GRANTS SUBMITTED TO UNH STAFF GRANT BOX FOLDER AFTER DEADLINE CANNOT BE REVIEWED FOR THAT GRANT QUARTER CYCLE.

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:

Chris VanHorn, Chair	Human Resources, Elizabeth DeMerritt House	862-0519
Heather Smith	Communications & Marketing, Paul College	862-3328
Annie Jones	President's Office	862-2602
Cynthia Lewis	NH Veterinary Diagnostic Lab, 21 Botanical Lane	862-2726
Marcus DelGreco	IT Telecomm & Client Services, 1 Leavitt Lane	862-3055
Jessica Michelsen	IT Enterprise Technology Services, 1 Leavitt Lane	862-2365
Olivia Saunders	Extension, Taylor Hall	447-3834
Wendy Rose	Natural Resources & The Environment, James Hall	862-3933

*Current as of 5/1/17



**STAFF PROFESSIONAL DEVELOPMENT GRANT
FY18 Proposal Form**

Please submit (1) one copy of this proposal, the budget outline sheet, and documentation for ALL projected expenses (*mileage, per diem rate sheets, travel expenses, etc.*) and other applicable documentation via email as a PDF attachment to our [UNH Box Staff Grant Submissions folder](#).

Applicant Name: _____

Department: _____

Position: _____

Staff Occupation Type
(please check one)
EE OS PAT

Phone # _____

Years @ UNH*: _____
(IN 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 Proposed Activity:	
Location of Proposed Activity:	
Indicate FY17 Quarter Review Period you are requesting:	<input type="checkbox"/> June <input type="checkbox"/> September <input type="checkbox"/> December <input type="checkbox"/> March

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 of New Hampshire.
BE SURE TO READ ALL instructions and use the Checklist prior to submitting your application as **incomplete applications will not be considered.** The committee considers the accuracy and thoroughness of the data provided.

**STAFF PROFESSIONAL DEVELOPMENT GRANT
FY 18 Budget Outline**

ITEMIZED EXPENDITURES

Registration/Tuition, Etc.		\$	
Meals	# days ____ @ \$ ____ /day	\$	(be sure you don't include meals covered by program in your rate AND provide per diem rate sheets in your documentation)
Lodging	# days ____ @ \$ ____ /day	\$	
Travel Expenses: (<i>please note - mileage is calculated @ lesser Distance: campus or home address to activity location</i>)			
	Air Fare	\$	
	Auto	\$	(be sure to include doc. for your proposed mileage, if claiming mileage, ie: Mapquest)
Other (Specify)		\$	
Misc (Specify)	_____	\$	
EXPENSE TOTAL		\$	

FUNDING SOURCES

Department		\$	+(explain below if non-monetary)
Other (Specify)	_____	\$	
Personal Contribution		\$	*(explain below if non-monetary)
Staff Prof. Development Grant Request		\$	
FUNDING TOTAL		\$	(Funding Total should agree w/ EXPENSE TOTAL above)

+Explain any non-monetary department contribution:

*Explain any non-monetary personal contribution:

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

Applicant Signature & Date

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

Immediate Supervisor (Include printed name and signature)

As responsible Fiscal Officer, I certify the above Department Funding information.

Dean, Director or other responsible Fiscal Officer (Include printed name and signature)

STAFF PROFESSIONAL DEVELOPMENT GRANT

FY18 Applicant Checklist

REMINDER: Please be aware that if your grant is approved, you will have **10 working days** after the final date of your development activity to submit receipts for reimbursement. **Funds are only provided to the employee AFTER the activity is concluded, NOT PRIOR.** Details will be covered in the award letter for approved grant recipients.

Prior to submitting your grant application to the [UNH BOX mailbox](#) it is recommended that you review this checklist to aid you in the completeness of your application.

- I have indicated on the application the FY Quarter I am submitting my application for review.
(June, September, December or March)
- 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 24 months since I last received approval and funding for a UNH Staff Professional Development Grant.
- I understand that the grant committee can only make reimbursements to staff members, **AFTER** my activity is concluded, **NOT** to departments and that I can only be reimbursed for documented expenses I incurred.
- I have clearly identified and explained the monetary/non-monetary contributions proposed by department and myself in concert with my funding request from the staff professional development grant committee.
- My grant application contains all **3 required signatures**.
- I have included in my email attachment** all the appropriate documentation summary (*not web links*) regarding coursework and/or conference materials/brochures/web prints, etc. that *clearly identifies dates, location and content* for what I am requesting funding for. **Please highlight appropriate information** in program information provided.
- I have included in my email attachment the appropriate documentation regarding ALL projected expenses** (meals, mileage, per diem rate sheets, travel, registration, etc.) - *paying close attention not to request per diem funding for meals that are included in my conference and/or course fees*. If you will be claiming mileage be sure you include the documentation that shows how you calculated your distance (**suggest using print out of mileage estimate from source such as Mapquest**). Remember mileage is reimbursable from your University office location to event or from home to event – whichever distance is shorter.
- Current mileage rates are available at: <http://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-travel-references>
- My application will be submitted to the [UNH Box folder](#) via email as a PDF ATTACHMENT **by the posted deadline.**