

## STAFF PROFESSIONAL DEVELOPMENT GRANT

### *FY24 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. 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 [HR.Communications@unh.edu](mailto:HR.Communications@unh.edu) via email as a PDF **ATTACHMENT by the posted deadline**.