

University of New Hampshire at Manchester Staff Professional Development Grant Program Application

General Information

The Staff Professional Development Grant Program provides the opportunity to attain new skills or knowledge in a manner that will enhance a staff member's performance and be of specific benefit to the department and/or college.

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
- training/certification directly related to the staff member's position
- specialized software

UNHM Staff Professional Development Grant Program Committee

The Committee will be composed of five members; 1 permanent member (Assistant to the Dean), 2 PAT Staff and 2 Operating Staff. Length of service will be no more than 4 consecutive years.

Grant Criteria

- All applicants must be in a benefits-eligible UNHM position for at least six months prior to the date of the proposed professional development activity. The Committee will entertain an exception to this criteria for employees who transferred from other USNH institutions.
- No more than one award per person during a twelve-month period (rolling year)
- The Committee will NOT fund:
 - computer hardware
 - journals/books
 - individual Memberships to associations or organizations
- Department Contribution
This program is intended as a *complement* to, not in lieu of, departmental funds. Please provide an explanation if the department is not contributing to the costs.

*Note: the Professional Development Grants may not be used to cover meal expenses for one-day conferences.

- Personal Investment
The Staff Professional Development Grant Committee believes that it is extremely important that individuals who apply for funds make some personal investment in their own development. The investment can be a monetary contribution of personal funds or it can be of a non-monetary nature such as use of a personal car or staying with relatives rather than a hotel. Staff members are not required to make a personal investment in order to receive funds but the Committee strongly encourages individuals to do so.
- Grants will not exceed \$750.00. If expenses exceed the award, the UNHM Staff Professional Development Grant Fund will not cover the difference.
- All receipts for accrued expenses must be submitted to the Chair of the committee within two weeks after completion of the professional development activity.
- All unclaimed monies will be returned to the Grant Fund.
- Retroactive reimbursements for individuals will be considered at the next regularly scheduled Grant Committee meeting.
- Written appeals can be made to a designee of the committee within 20 days of committee action.
- Professional development activities are intended to benefit the College. All recipients are required to submit a 1-page written summary of the event describing the value of the event and any goals associated with implementation. The evaluation should be submitted to the Chair of the Staff Professional Development Grant Program Committee. You are encouraged to share your experience with the staff by making a presentation either at a staff meeting or separate meeting.
- The committee may ask for a written justification when multiple staff members request funding for the same event; especially when from the same department.

Application Deadlines

August 15
November 15
February 15
May 15

Grant Notification Date

August 30
November 30
February 28
May 30

Please complete the attached grant proposal and budget forms and submit the original to the Chair of the committee. Grant applicants will receive written notification from the Committee. Incomplete applications will not be accepted. If you have any questions or concerns about your grant funding, or need assistance with this application please contact any of the committee members.