

# UWM ACADEMIC STAFF

## GROUP PROFESSIONAL DEVELOPMENT AWARD

Deadline: Monday, May 13, 2024 at 4:30pm

Provost Andrew Daire, the Academic Staff Committee and the Academic Staff Awards Committee are pleased to announce a professional development award to support UW-Milwaukee academic staff. The purpose of this award is to support the professional development and growth of academic staff as a group. An individual or group may apply for up to \$3,250 for a group event.

Group Professional Development Awards will extend **beyond** one department or a very small group of individuals. The awards will support events, speakers, projects, workshops, and the like. **Winning proposals will have a campus-wide or profession-wide impact and be critical to the mission and vision of the University of Wisconsin-Milwaukee.**

A funded activity must take place between July 1, 2024, and June 30, 2025 (FY 24-25).

### Eligibility

- ✦ The activity must benefit academic staff and document academic staff participation.
- ✦ Only academic staff or groups of academic staff may submit an application.
- ✦ An individual can represent only one group award application.

**Please note:** This funding is subject to UWM and Universities of Wisconsin policies and procedures. We cannot guarantee funding if the proposed activity is restricted before it takes place.

### Selection Criteria

Individuals who have NOT received funds in the past will be given first priority. Proposals will be reviewed by the Academic Staff Awards Committee in accordance with the following rubric criteria to ensure fair and consistent consideration of eligible applications:

#### Evaluation Rubric

1=poor (<4 people, low need, no documentation, costs not itemized etc.)  
3=average (<20 people, some need, lacking documentation, costs are vague, etc.)  
5=good (>20 people, high need, detailed & itemized budget, well-documented cost projections, etc.)

- Quality of Professional Development Opportunity (0-5 points)
- Stated and Justified Need (0-5 points)
  - Benefit to academic staff throughout the university (0-5 points) including but not limited to: visibility, number served, potential for ongoing relationships and partnering, change in best practice, etc.
- Viability and Sensibility (0-5 points) including but not limited to:
  - Can this proposal be accomplished effectively within time and budgetary constraints?
  - Is it realistic and reasonable?
- Budget (0-5 points) is clear, accurate, realistic and uses required Budget Form (pg. 5)  
**Note:** If there are any contributions or matching funds from department(s) or other sources, it is required to list them. If the costs of the professional development opportunity are not yet available, costs from a past occurrence of the activity (i.e., conference, etc.) may be used.

## Group Application Instructions

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Please upload **a single PDF-format document** containing all **REQUIRED MATERIALS** (noted below) to the Academic Staff Awards Committee via the Secretary of the University's Office, [secofunv@uwm.edu](mailto:secofunv@uwm.edu), **no later than 4:30pm on Monday, May 13, 2024**. Materials should all be submitted together and typed.

## Group Applications: REQUIRED MATERIALS

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The application consists of the following items:

1. **Email Submission** - subject Line for Email Submission:  
**Group AS Professional Development Award 24-25**
2. **Single PDF-format document** should be titled as follows:  
**last-name-of-primary-contact.short-title-of-group-activity.Group2025.pdf**
3. **Cover Sheet (see attached form)**  
Primary Contact information as well as UDDS (Department Code) and DFO (Divisional Finance Officer) information are required on the form or application will be deemed incomplete and your application will not be considered.
4. **Event Overview Worksheet (see attached form)**  
In this section, describe the professional development opportunity and explain its value in detail. Please provide information for the requested details.
5. **Budget Worksheet (see attached form)**  
Please provide a comprehensive cost of the proposal and a detailed description of the expenses. If there are funds available to help support your proposal, in addition to this award, note that as well. Utilize UW Travel Wise when providing any per diem or airfare/travel costs.

## Award Disbursement

Awards will be announced in June 2024. Funds will be transferred to the recipients' home department. The recipients' department shall manage the payment of the professional development award through reimbursement of a Travel Expense Report or through direct purchase (e.g. of associated airline tickets, registration fees, etc). The recipients and his/her home department are fully responsible for ensuring funds are used in compliance with UWM and Universities of Wisconsin policies and the intended purpose of the award.

## Questions

Confirmed receipt of application will be sent from the Secretary of the University's Office. If you do not receive a confirmation by the application deadline, please contact the Academic Staff Awards Committee Chair Jessica Schuld ([jlschuld@uwm.edu](mailto:jlschuld@uwm.edu)) no later than Tuesday, May 14, 2024 in order to have your application considered.

**Submission deadline: Monday, May 13, 2024 at 4:30pm**

# Academic Staff - Group Professional Development Award • Cover Sheet

## Contact Information

Title of Professional Development Opportunity	Click or tap here to enter text.		
Name of Primary Contact	Click or tap here to enter text.		
Title of Primary Contact	Click or tap here to enter text.		
Primary Contact Email:	Click or tap here to enter text.	Primary Contact Phone:	Click or tap here to enter text.
Department	Click or tap here to enter text.		
Department UDDS Code (for transfer of funds):	Click or tap here to enter text.		
Divisional Finance Officer (DFO):	Click or tap here to enter text.		
DFO Contact Email:	Click or tap here to enter text.	DFO Contact Phone:	Click or tap here to enter text.

## Academic Staff - Group Professional Development Award • Event Overview Worksheet

### Event Overview

<b>Title</b> of professional development opportunity	Click or tap here to enter text.
<b>Goal of Event</b> <ul style="list-style-type: none"> <li>• What is the need for this opportunity?</li> <li>• How will this opportunity support campus-wide expertise?</li> <li>• What are the benefits to attendees and the University?</li> <li>• What considerations will be given when scheduling this event to assure maximum attendance?</li> <li>• Discuss the viability of this professional development taking place.</li> </ul>	Click or tap here to enter text.
<b>Intended Audience</b> including number of anticipated participants.	Click or tap here to enter text.
Please describe how you intend to <b>plan, publicize and implement</b> the program/event in order to achieve the goal of the event.	Click or tap here to enter text.
<b>Giveaways/Incentives or Food</b> for Attendees (include detailed information about Catering if food will be provided)	Click or tap here to enter text.
<b>Accommodations</b> for Attendees with Special Needs	Click or tap here to enter text.
Tentative <b>Date/Time</b>	Click or tap here to enter text.
Tentative <b>Location</b>	Click or tap here to enter text.

## Academic Staff - Group Professional Development Award • Budget Worksheet

Description of Expense	Indicate whether expense would be covered by this grant award, department or other source	Total Cost
1. Conference Fees or Training Fees or Enrollment Costs, etc. Details: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2. Speaker Fees Details: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3. Travel Costs (Please use UWM approved travel resources for calculations related to travel costs) Details: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4. Related supplies or miscellaneous expenses anticipated Details: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5. Other (describe) Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total Request for Professional Development Award Maximum request is \$3,250 per group		Click or tap here to enter text.
Total Matching Funds (provided by department or other sources (i.e. Grants or Scholarship)		Click or tap here to enter text.
Total Expenses for Professional Development Activity		Click or tap here to enter text.

**Please submit this completed Budget Form with the other required materials.  
Retain detailed receipts for all expenses incurred.**