

UWM ACADEMIC STAFF

INDIVIDUAL 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. Partial funding for larger projects will be considered (\$1750 maximum individual award). A separate award is available for large group activities; see the separate application for the group award.

Eligibility

- ✧ Only Academic Staff can submit proposals and benefit from the award.
- ✧ Individual applicants must have been employed at 50% or greater at UW-Milwaukee for at least one year prior to application.
- ✧ The funded activity and expenditure must occur between the time frame of July 1st, 2024 and June 30th, 2025 (FY 24-25).

Please note:

Individuals applying for funding support to cover tuition for a degree program course may only be supported for a maximum of \$1,000 toward the tuition cost if the course relates to their professional position and is selected for funding by the Academic Staff Awards Committee (Graduate students can apply for assistance to attend conferences directly through the Graduate School).

Only one proposal that directly benefits that individual will be accepted. Individuals can only apply for ONE professional development activity and ONE application per person. Additionally, individuals cannot submit the same request two years in a row for the same conference, activity, etc.

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 and criteria to ensure fair and consistent consideration of eligible applications:

Evaluation Rubric
1 = Application does not clearly articulate nor provide evidence of this trait
3 = Application articulates and provides evidence of this trait
5 = Application articulates, provides evidence, and communicates impact of this trait

- Quality of Professional Development Opportunity (0-5 points)
- Stated and Justified Need (0-5 points)
 - Benefits to academic staff throughout the university including but not limited to: visibility, number served, potential for ongoing relationships and partnering, change in best practice, etc. (**Note:** If applying for a conference request, it is strongly encouraged [but not required] that applicants be presenting or actively involved. No organizational membership costs will be reimbursed; only registration costs can be submitted.)

- 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.

Individual Award Application Instructions

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, **no later than 4:30pm on Monday, May 13, 2024**. Materials should all be submitted together and typed.

Individual Award Applications: REQUIRED MATERIALS

The application consists of the following items:

1. **Email Submission** - subject Line for Email Submission:
Individual Professional Development Award 24-25
2. **Single PDF-format** document should be titled as follows:
yourlastname.yourfirstname.Individual2025.pdf
3. **Cover Sheet (see attached form)**
Department code (UDDS), as well as supervisor's name, email address and signature **are required** on form or application will be deemed incomplete and your application will not be considered.
4. **Narrative**
(300 words or less) including timeline, justification of need and expected benefits to self, department and/or university. Please also address how this professional development is critical to the mission and vision of the area in which you work.
 - If applying for tuition reimbursement, must explain how course relates to current position at UWM.
5. **Budget and documentation (see attached form)**
Budget should also indicate other funding sources (University department, other outside grant, or applicant's personal funds). In addition, please provide documentation for estimates, which may include website printouts of costs, including but not limited to:
 - Airfare estimate must be provided by the travel / budget representative from the applicant's department using UW Travel Wise.
 - Per diem and mileage rates used by UWM must also be included via UW Travel Wise.
 - If applying for tuition reimbursement must show any matching funds, payments from applicant, and cost of course from school.
 - Total cost of attending professional development activity.
6. **Activity/Event documentation**
Documentation of professional development opportunity, including but not limited to:
 - a brochure/flyer
 - registration materials
7. **Applicant's resume or CV**
8. **Applicant's job description**

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) by Monday, April 29, 2024 in order to have your application considered.

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

Academic Staff - Individual Professional Development Award • Cover Sheet

Contact Information

Applicant's Name	Click or tap here to enter text.		
Short Name of Professional Development Activity/Event:	Click or tap here to enter text.		
Applicant's Position Title	Click or tap here to enter text.		
Applicant's Email:	Click or tap here to enter text.	Applicant Phone:	Click or tap here to enter text.
Number of years at UWM:	Click or tap here to enter text.	Percentage of Appointment:	Click or tap here to enter text.
UWM Department	Click or tap here to enter text.		
Campus Mailing Address	Click or tap here to enter text.		
Supervisor's Name and Title:	Click or tap here to enter text.		
Supervisor's Email	Click or tap here to enter text.		
School/College Dean Name:	Click or tap here to enter text.		
School/College Dean Email:	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.

Have you received a professional development award previously? ☐ Yes ☐ No

If yes, please answer the following questions:

How much: Click or tap here to enter text. What years: Click or tap here to enter text.

(Please list all awards previously received including for what activities)

Summary:

In one to two sentences, describe the professional development activity for which you are seeking funding, the benefit of the activity and the amount requested. (You should describe in greater detail in your narrative – see Required Material #4.)

Click or tap here to enter text.

Supervisor's Signature: _____ Date: _____

(Required)

Applicant's Signature: _____ Date: _____

(Required)

Academic Staff Individual Professional Development Award Budget Worksheet

Applicant's Name	Click or tap here to enter text.
Position Title	Click or tap here to enter text.
UWM Department	Click or tap here to enter text.

Description of Expense	Indicate whether expense would be covered by this grant award, individual, department or other source	Total Cost
1. Conference Fees or Training Fees or Enrollment Costs, etc. Detail:	Click or tap here to enter text.	Click or tap here to enter text.
2. Travel expenses or mileage (mileage calculation of miles x rate) UWM approved travel resources should be used for calculations Detail:	Click or tap here to enter text.	Click or tap here to enter text.
3. Meals total Anticipated	Click or tap here to enter text.	Click or tap here to enter text.
4. Related supplies or miscellaneous expenses anticipated Detail:	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.
<u>Total Request for Professional Development Award</u> Maximum request is \$1750 per individual		Click or tap here to enter text.
<u>Total Matching Funds (provided by individual, department or other sources (i.e. Grants or Scholarship)</u>		Click or tap here to enter text.
<u>Total Expenses for Professional Development Activity</u>		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.