PROGRAM DESCRIPTION

The Board of Regents established a Professional Development Program for Academic Staff that began with the first proposals funded on July 1, 1985. The University of Wisconsin System (UWS) Academic Staff Professional Development Program was established to facilitate individual professional development/training that contributes to the needs of the institution for improved service and flexibility.

Professional development/training opportunities are an important component of an effective personnel management system. Such opportunities enable staff to increase their effectiveness by expanding knowledge in their areas of expertise, refining and developing skills, and enhancing staff morale. The critical functions performed by academic staff require that professional development/training opportunities be facilitated for institutional as well as individual reasons.

The program has the following goals:

- **Individual Professional Development.** The program will provide an opportunity for academic staff to enhance their effectiveness in meeting changing needs and roles in higher education. This is a concern for higher education, for UW System institutions, and is a particular concern of individual academic staff members in their own career development.

- **Improved Program Quality.** Staff development opportunities will contribute to improving program vitality during a period of anticipated resource constraints and changing administrative and educational needs.

- **Improved Institutional Effectiveness.** The staff development program will enhance and refine abilities most directly related to the Values and Mission, 2016 Strategic Plan Goals, and/or special priorities (LEAP and Diversity / Inclusive Excellence) of the UW System institution with which the staff member is affiliated.

One copy of the proposal must be received in the Office of Research and Sponsored Programs by 4:00 p.m. on Friday, April 21, 2017. Electronic or paper copies will be accepted.

The Academic Staff Development Committee solicits projects that occur between July 1, 2017 and June 1, 2018. The Committee may release a separate Request for Proposals in fall to support shorter project durations and professional development activities if all funds are not allocated in the spring competition.
NEED FOR TRAINING AND DEVELOPMENT ACTIVITIES

Mastery of Content Area: It is important that all academic staff be knowledgeable and well trained in their area of expertise. All academic staff members are encouraged to develop research, hone technical skills, and/or assess programs.

Professional and Program Renewal: To be competent and effective, academic staff must stay current in the latest research and/or technical innovations.

Retraining: It is essential to retrain academic staff to meet new demands requiring critical specialties and skills.

Human Relations: Academic staff must effectively communicate with all students, faculty, staff, and other professionals in order to contribute to a multicultural environment.

OBJECTIVES

Academic staff must have opportunities for development/training experiences in order to maintain and enhance the quality of their professional contributions to this institution. Specifically, participating in professional development programs should assist academic staff in:

• Responding to the changing needs and interests of students;
• Developing expertise in new teaching techniques and changing technology;
• Increasing personal productivity through professional renewal;
• Contributing to institutional flexibility; and/or
• Contributing to civic activities as defined in the mission of the University of Wisconsin-Whitewater (UWW).

CATEGORIES OF ACTIVITIES

Methods of achieving the objectives stated above include, but are not limited to:

• Expanding professional expertise by participating in professional organizations, attending workshops and seminars, taking classes, completing scholarly research, and attending professional conferences where significant training will occur.
• Renewing professional commitment by developing programs for professional organizations, presenting papers at conferences, publishing in professional journals, and developing workshops and seminars.
• Arranging for external consultants to lead workshops focused on the professional development/training of academic staff. Students and faculty may be secondary targets for the event/activity. However, the primary focus must be on the professional development of non-instructional and/or instructional academic staff.
• Arranging for job exchanges or internships for individuals or entire units within the institution, with other areas of operation, or between institutions.
• Training to develop or expand skills beyond the individual's area of expertise or discipline that will enhance the mission of the University or connect to special priority areas (LEAP and Diversity / Inclusive Excellence).

• Supporting tuition reimbursement for coursework within or outside the current assignment. The investigator must justify and document the department/unit, division/college, and/or University need for the training. Specifically, this would:
  o Help academic staff acquire more flexibility in assignments.
  o Make cross assignments possible when demand in some areas fluctuates.
  o Develop specialized skills for which their department or college has expanding or fluctuating needs.

ELIGIBILITY

In order to be eligible for the program, applicants must:

• Possess academic staff status with at least a .50 FTE appointment.

• NOT plan to retire within one year of receiving the grant.

• Return to a position at UWW [if offered a position] in the year following the Academic Staff Development Grant [aka ASDG] period. A decision about the applicant’s employment status for the following year is not required until the beginning of the funding period.

• Have complied with all requirements for previous university grants/awards.

• Submit ONE complete proposal (RSP Approval and Certification Transmittal Form, University of Wisconsin-Whitewater Academic Staff Development Grant Proposal, Standard Budget Form, and Appendices).

OTHER CONDITIONS

Applicants may submit ONLY one proposal (as project director and/or collaborator).

Funds may be used for:

• The professional training and development of current academic staff.

• Fees and tuition for UW System or non-UW System institution courses or for registration fees for workshops, seminars, institutes, etc. The applicant must justify and document the need for training.

• The purchase of required books and supplies for courses or workshops if it can be demonstrated to the Committee that these materials would have substantial use to others who have not participated in this training/development activity.
• Travel, housing, meals, and other expenses related to the project, which can be expended before June 1, 2018. Proposals requesting travel support must conform to all campus and System policies and procedures. Travel Expense Reports submitted after June, 2018 will not be reimbursed.

• Fees for speakers brought to campus to provide presentations or workshops to academic staff with broad campus impact. The primary focus of the event/activity must be the training/professional development of non-instructional and/or instructional academic staff. Faculty and/or students may be included, as appropriate, as long as the primary focus of the activity is compatible with the goals and objectives of the University of Wisconsin-Whitewater Academic Staff Development Grant Program (as described on pages one and two of the guidelines).

• Summer or overload stipends of $2,500 (maximum). The application must clearly identify time and effort to be devoted to the project. Applicants will be required to provide documentation certifying time and effort during the post-award phase of the project.

• Supplementing, not supplanting, Professional Development Plan (PDP) funding. For additional information, please refer to the University of Wisconsin-Whitewater Professional Development Plan (PDP) Guidelines. Applicants must describe the use of PDP funds in the application.

Funds may NOT be used for:

• Proposals where the primary purpose is the completion of a terminal degree.

• Professional meetings UNLESS it can be clearly demonstrated that such a project will provide an intensive educational experience or a formal presentation will be made.

• Membership in a professional association.

• Leave for formal study leading to a degree.

• Campus activities/events that do not focus primarily on the professional development/training of non-instructional and/or instructional academic staff.

• Expenses that were incurred prior to the award date. Retroactive awards will not be made.

• Any expenses incurred after June 1, 2018.

Disposition of Proposals:

Funded proposals become the property of UWW and may be used as models to help others prepare proposals. Unfunded proposals will be retained in the Office of Research and Sponsored Programs (ORSP).
FINAL REPORT REQUIREMENTS

An evaluation report is required for each Academic Staff Development Grant once the project is complete. The two-page report (available from the Office of Research and Sponsored) should be completed and one copy sent to the Office of Research and Sponsored Programs, 2243 Andersen Library by September 15th in the fiscal year AFTER the award. Recipients who fail to submit a report will be ineligible for future funding.

TIMELINE OF ACTIVITIES / NOTICES

<table>
<thead>
<tr>
<th>PROPOSAL SUBMISSION DATE (DEADLINE)</th>
<th>AWARD NOTICES</th>
<th>START DATE</th>
<th>END DATE</th>
<th>FINAL REPORT SUBMISSION DATE (DEADLINE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21, 2017</td>
<td>May 15, 2017</td>
<td>July 1, 2017</td>
<td>June 1, 2018</td>
<td>September 15, 2017</td>
</tr>
</tbody>
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SELECTION CRITERIA

The merit of each proposal will be judged on the following criteria:

- Benefit to the applicant's professional and career development (or benefit to the professional development of a target group of non-instructional and/or instructional academic staff).
- Benefit to the unit/department and/or college/division.
- Benefit to the university.

Applications will be considered if and only if:

- Applicants meet all eligibility requirements and conditions.
- Applications are complete and meet published deadlines. Incomplete and/or late applications will be disqualified.
- The applicant's budget includes only expenditures to be expended prior to June 1, 2018.

Additional guidelines for selection:

- Priority will be given to proposals that directly relate to the University’s values, mission, and/or special priorities (LEAP and Diversity / Inclusive Excellence).
- Among equally strong proposals, preference will be given to academic staff with three or more years of service to the University.
- Preference may be given to applicants requesting funds to participate in a new professional experience (i.e., annual meeting, conference, workshop). Academic Staff Development Grant funds should not be used to support annual participation in an activity unless a compelling argument is presented for how the event/activity differs from professional development previously supported by Academic Staff Development Grant funds.
• Priority will be given to proposals that will improve the multicultural environment on campus and address issues of race and ethnicity through the professional development/training of academic staff.

• Priority may be given to proposals that have a broader impact and affect several academic staff persons.

• Priority will be given to training and/or retraining to improve the effectiveness of academic staff in their current roles. Second priority will go to those proposals that enable staff to compete for more responsible positions.

• Among equally strong proposals, preference will be given to academic staff who have not previously received an Academic Staff Development Grant.

• Among equally strong proposals, preference will be given to projects which address UW System initiatives and special efforts.

• Preference may be given to applications that include match funds (i.e., commitment of PDP, department/unit, or college/division funds to support the activity).

Proposal writers should not assume that the Academic Staff Development Committee evaluating these proposals has any prior knowledge of what is being proposed. Therefore, every effort should be made to respond to the questions on the application clearly and precisely.

APPLICATION PROCEDURE

The Academic Staff Development Committee, in coordination with ORSP, is a standing committee of the Academic Staff Assembly. The Committee has the responsibility for developing this plan; developing the criteria to evaluate and rank proposals to be funded; and the process of application, evaluation, and recommendation of proposals. All plans, criteria, and procedures mentioned above have been submitted to and approved by the Assembly.

The Academic Staff Assembly will appoint staff members to serve on the Academic Staff Development Committee. The Committee shall consist of both instructional and non-instructional members. Committee members cannot submit proposals for consideration. ORSP will set timelines for the process each semester. Procedures and deadlines will appear on the campus announcement board and on various campus web sites. The Office of Research and Sponsored Programs will distribute this plan complete with a copy of application materials to each academic staff member who requests it.

One original hard copy of the proposal must be received in the Office of Research and Sponsored Programs by 4:00 p.m. on Friday April 21, 2017.

Following the established timelines, the Committee members will individually, as well as jointly, evaluate the proposals. Proposals individually will be highly recommended, recommended, or not recommended. The Academic Staff Development Committee reserves the right to recommend adjusted/modified budgets. Proposals collectively will be ranked in priority order. The Committee’s recommendations and ranking of proposals will be presented to the Academic Staff Assembly for approval by the Committee liaison. The Research and Sponsored Programs office will forward recommendations to the Provost who will make final funding determinations in
consultation with the Chancellor. The Provost will convey the results directly to applicants. This communication will include budget information.

All awarded funds must be expended by June 1, 2018. No extensions will be permitted. Academic Staff will forfeit funds not expended in compliance with campus year-end deadlines (as applicable) and/or by the end of the project period.

At the end of the project, each applicant who has been funded will be required to evaluate the success of their ASD grant as well as submit a report by September 15th to Financial Services and to Carl Fox, Office of Research and Sponsored Programs. See “Final Report Requirements” for additional details.

PROPOSAL FORMAT

A completed application consists of the following:

- Signed Approval and Certification Transmittal form
- University of Wisconsin-Whitewater Academic Staff Development Grant Proposal (Using Proposal/Application Outline form)
- University of Wisconsin-Whitewater Standard Budget Form
- Appendices (as appropriate): Attachments could include descriptions of the course, workshop, or activity to be attended (a brochure or announcement); a letter of support from your supervisor; and/or a current vita.
1. Name: 

2. Department: 

3. Division: 

4. Are you currently under contract (academic staff appointment)?
   - ☐ NO
   - ☐ YES
   
   What percent of time?

5. Number of years employed on campus: 

6. Type of professional development request (check one):
   
   The focus of all requests must be on the development and/or training of academic staff.

   **One-Time/Short-Term Project Requests:**
   - ☐ Conference
   - ☐ Workshop/Seminar
   - ☐ Committee Involvement
   - ☐ Leadership Training/Development
   - ☐ Coursework
   - ☐ On-Campus Workshop
   - ☐ Presentation

   **Long-Term Project Requests:** Applications requesting support for long-term projects must include a one page, single-spaced project description as an attachment to the application.
   - ☐ Research
   - ☐ Outreach
   - ☐ Significant Curricular Redesign and Development
   - ☐ Other (please describe)
7. Briefly describe the specific activity for which you are applying. Long-term projects must include a one page, single-spaced description of the project as an attachment.

8. What organization is providing/sponsoring the activity?

9. When will the activity be held? Funds may only be requested to support costs that can be expended prior to June 1st.

10. Where will the activity be held?

11. Will you be under contract at the time of the proposed activity?
   - [ ] NO
   - [ ] YES; If yes, how will your position be covered?

12. Have you discussed the proposed activity with your supervisor?
   - [ ] NO
   - [ ] YES

13. Are you currently involved with the organization sponsoring this activity?
   - [ ] NO
   - [ ] YES; If yes, describe your involvement.

14. Is this an annual activity?
   - [ ] NO
   - [ ] YES

15. Have you attended this activity in the past?
   - [ ] NO
   - [ ] YES; If yes, indicate how past participation/attendance was funded and how you and the University will benefit from your repeat participation/attendance.

16. Is your department/unit or college/division funding this activity?
   - [ ] NO; If no, please describe the fiscal situation.
   - [ ] YES; If yes, what amount and/or what % of time?
17. Will you use PDP funds to support this project/activity? REQUIRED: Failure to disclose how PDP funds have/will be used may result in the application being returned without review.

☐ NO; If no, please describe how PDP funds have been/will be used.
☐ YES; If yes, indicate the amount of PDP support and how it will be used.

18. Have you received Academic Staff Development funds in the past?

☐ NO
☐ YES; If yes, list the semesters, years, and outcomes.

19. How will this activity benefit your professional and career development? If this is not an individual project, describe how this activity will benefit the professional/career development of other UWW non-instructional and/or instructional academic staff.

20. How does this activity help serve the purpose and achieve the goals of your unit/department and/or college/division?

21. How does this development activity relate to the University’s strategic plan, values, mission, and/or special priorities (LEAP and/or Diversity / Inclusive Excellence)?

Applicants may provide up to six (6) additional pages of appendices. Please list/describe all appendices that are included.
** UW-WHITEWATER I-GRANTS APPROVAL AND CERTIFICATION TRANSMITTAL FORM **

** FOR USE WITH UW-WHITEWATER SPONSORED INTRAMURAL GRANT APPLICATIONS ONLY **

### FUNDING COMPETITION INFORMATION

I-GRANT PROGRAM:
- [ ] Academic Staff Development Grant
- [ ] Inclusive Excellence Initiatives Program
- [ ] Education Outreach Grant
- [ ] Strategic Initiatives Program
- [ ] Faculty Development Grant
- [ ] Student Technology Fee Grant
- [ ] Other (please specify): _____

### PROJECT INFORMATION

**Project Title:**

**Principal Investigator:**
- Department/Division: ______

**Co-Investigator:**
- Department/Division: ______

**Co-Investigator:**
- Department/Division: ______

**Co-Investigator:**
- Department/Division: ______

**Total Amount Requested:** $

**Total Matching Funds:** $

Source(s): ______

### REQUIRED CLEARANCES – Does the project involve/include (if yes, indicate whether or not approval has been received):

- [ ] release time for the PI and/or Co-PIs in support of project activities? [No] [Yes] [Approval received]
- [ ] a summer stipend for the PI and/or Co-PIs in support of project activities? [No] [Yes] [Approval received]
- [ ] creation of new degree programs, courses, or services? [No] [Yes] [Approval received]
- [ ] hiring non-UW-W personnel? [No] [Yes] [Approval received]
- [ ] action involving space, remodeling, or construction? [No] [Yes] [Approval received]
- [ ] use of human subjects/human subjects data, human tissue, or vertebrate animals? [No] [Yes] [Protocol approved]
- [ ] toxic, infectious, or carcinogenic/mutagenic material, or use recombinant DNA technology? [No] [Yes] [Protocol approved]
- [ ] potential environmental impacts which require review under the WI Environmental Policy Act? [No] [Yes] [Protocol approved]

### REQUIRED SIGNATURES

**PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR**

I certify that the project detailed in this application complies with all campus, UW System, state, and federal regulations and policies as applicable, and reflects University, College/Division, and Department/Unit goals. This project is achievable as described despite any possible limitations of time, resources, and personnel expertise. All required clearances have been or will be obtained prior to starting the project. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the award, and (2) all policies of UW-Whitewater, UW System, and the State of Wisconsin.

I authorize the use of my name and award information for university publications.

[ ] NO [ ] YES (If YES, PI initials) ______

Typed name Signature Date

**DEPARTMENT CHAIR / UNIT DIRECTOR**

I certify that I have reviewed the proposal and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all committed resources and other provisions of any award will be fulfilled. A match (check one) [ ] has OR [ ] has NOT been pledged by the Department/Unit. Cash match will be satisfied by a transfer of funds from org code _____ - ______ in the amount of $ ______.

Typed name Signature Date

**COLLEGE DEAN / DIVISION DIRECTOR**

I certify that I have reviewed the proposal and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all committed resources and other provisions of any award will be fulfilled. A match (check one) [ ] has OR [ ] has NOT been pledged by the College/Division. Cash match will be satisfied by a transfer of funds from org code _____ - ______ in the amount of $ ______.

Typed name Signature Date

**ADDITIONAL CERTIFICATIONS (IF APPLICABLE)**

Applicants that propose projects that include an international component must secure the signature of the Director of the Center for Global Education. Applicants submitting proposals that include the acquisition or purchase of technology must secure the signature of the Assistant Vice Chancellor for Instructional, Communication, and Information Technology (iCIT).

Typed name Signature Date