

REQUEST FOR PROPOSALS ACADEMIC STAFF DEVELOPMENT PROGRAM

PROGRAM DESCRIPTION

The Academic Staff Development Grant program provides funding to Academic Staff to pursue activities/projects that enhance their professional development. The program has the following goals:

- Individual Professional Development-- to enhance individual skills, knowledge, and effectiveness in meeting changing needs and roles in higher education.
- Improve Program Quality-- contribute to improving program vitality and sustainability.
- Improved Institutional Effectiveness--enhance and address [Strategic Plan Goals](#) and/or specific priorities (e.g., [LEAP](#) and [Diversity / Inclusive Excellence](#)) of the UW-Whitewater.

ELIGIBILITY

In order to apply academic staff must:

- Possess status with at least a .50 FTE appointment
- Have complied with all requirements for previous university grants/awards, including all final reports.

FUNDING INFORMATION

- Applicants may submit **ONLY** one proposal (as project director and/or collaborator).
- Typical awards range between \$500 - \$4,000 and are intended to supplement Professional Development funding provided by departments/units and the University.
- Proposals can be for training and/or retraining to improve the effectiveness of academic staff in their current roles.
- Proposals may include funds from other sources such as PDP, department/unit, or college/division funds.
- Proposal may include requests for funds to participate in a new professional experience.

Funds cannot be used for:

- Proposals where the primary purpose is the completion of a terminal degree
- Membership in a professional association.
- Leave of absence for formal study leading to a degree.

Deadlines	
Proposal electronically routed through Cayuse 424 to Deans/Supervisors/Division Heads for approval	March 5, 2018
Completed approved proposals electronically routed through Cayuse 424 to Rebecca Mueller in ORSP	March 12, 2018
Award Period	July 1, 2018-June 1, 2019
Final Report	September 15, 2019

CRITERIA & EVALUATION

Proposal will be judged on the following criteria:

- Benefit to the applicant's professional and career development.
- Scholarly and Intellectual Merit: Potential to advance knowledge and understanding in the specific field or discipline and pursue creative, original, and/or transformative concepts.
- Plan: Rationale, organization, and reasonableness of the proposed plan including an assessment or evaluation of success.
- Qualifications and ability to carry out and complete the proposed activities including adequacy of available resources.
- Benefit and broader impacts of the proposed work to the applicant's teaching, research, and creative activities scholarship as well as to the division, department, and university (e.g., UW-W Strategic Plan)

Applications will be reviewed by the Academic Staff Development Committee, members of which are appointed by the Academic Staff Assembly(ASA), in conjunction with the Office of Research and Sponsored Programs(ORSP). Committee decisions are approved by the ASA before being forwarded to the Provost's Office for review and final approval. The Provost will convey the results directly to applicants.

PROPOSAL FORMAT

A completed application submitted through Cayuse 424 consists of the following:

1. Academic Staff Development Proposal (5 page limit, 12 pt. font)

- Describe the specific activity for which you are applying. To assist with the review of your application please include the following information.
 - Describe the specific benefit to your professional and career development

- ii. Define the scholarly and intellectual merit of the proposed activities. Will your project advance your knowledge and understanding in your specific field or discipline and/or result in creative, original, and/or transformative concepts?
- iii. Describe your plan and its rationale including an assessment or evaluation of success.
- iv. Describe your qualifications and ability to carry out and complete the proposed activities including adequacy of available resources.
- v. Define the benefits and broader impacts of the proposed work to your teaching, research and creative activities as well as to the division, department and university (e.g. UW-W Strategic Plan)
- b. Describe how your supervisor, department/unit and college/division are supporting your project/activity. If not, please briefly explain.
- c. Describe how you will use your PDP funds to support this project/activity. If not, please explain. (*Preference may be given to applications that include commitment of PDP or other match funding.*)
- d. Please list all appendices that are included.

2. Completed Cayuse budget

3. Brief Resume/Biosketch (2 page maximum)

4. Cost Share Authorization Form (as appropriate)

5. Appendices (as appropriate): Attachments may include descriptions of the course, workshop, or activity to be attended (a brochure or announcement) and a current vita.

FINAL REPORT

A final report is required for each Academic Staff Development Grant once the project is complete. The two-page report (available from ORSP) 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, until received.

QUESTIONS

If you have any questions concerning this request for proposal or the use of Cayuse 424 please contact Becky Mueller in ORSP at ext. 1049