University Staff
Professional Development Grants Program

University Staff are given the opportunity by the university to pursue professional development activities to enhance their skills and knowledge through the University Staff Development Grant Fund. Training and development activities may consist of training for specific individuals or training and development events that are brought to campus to benefit all members of University Staff (including Project Appointments, and those members of University Staff who are at least .50 FTE). The development fund has $10,000 available per year to support activities that fit the criteria listed below.

I. Eligibility Criteria - Individual Awards

To be eligible for an individual University Staff Development Grant, the following criteria must be met:

1. You must have permanent status as a University employee and be at least half-time (.50 FTE).

2. The activity must not meet the criteria for eligibility under the Educational Assistance Reimbursement Program (generally, credit and certificate producing activities). **
   [http://www.uwsuper.edu/hr/policies/edopp.cfm](http://www.uwsuper.edu/hr/policies/edopp.cfm)

3. The activity must enhance your technical skills and effectiveness in your current position.

4. The activity provides a benefit to the employee’s department and the university.

5. Motivational speakers and other soft-skill development events are not covered under this policy. The university is responsible for funding and hosting these types of events for all employees.

6. While it is generally the case that a department will also need to bear some of the cost of the training/development event, it is not mandatory for a department to pay for part of the cost of the training in order for an employee to receive a development grant.

7. Employees are not limited to one approved grant per fiscal year; however, in order to encourage development growth across the university, priority may be given to individuals who have requested a development grant but have not already received one during the fiscal year.
1. **Individual Award Proposal/Review Process**

   Proposals may be submitted at any time during the fiscal year (July – June), with June 1st being the last day that proposals can be submitted during the year. Proposals for grants cannot cross fiscal years (you cannot submit a request for a grant to cover costs that happened in a prior fiscal year).

   2. Proposals for development grants must be submitted **at least two weeks before** the training/event takes place. The senate may make an exception and fund an event that has already taken place, but those decisions will be handled on a case by case basis.

   3. Proposals and awards will be reviewed on a first come, first served basis. Awards are capped at $500 per award/event.

   4. University Staff Senate will review the proposal and determine whether or not the proposal will be funded.

   Examples of past awards/activities that fall under the development grant program:

   - Training on using software that pertains to the employee’s job
   - Seminars about policies and regulations that pertain to the employee’s job
   - Training that develops/enhances an employee’s skills in performing their job (operating machinery, painting, etc.)

III. **Eligibility Criteria – Group Training and Development Events**

   The University Staff Senate has the option to set aside $3,000 of the $10,000 award amount each year for group training and development events. This will be determined by the senate as a whole (and not solely by the Treasurer). The senate will review and evaluate all requests for group training and development events. In addition, the following criteria must be met:

   1. All group training/development events must have the advance approval of USS in order for development grants funds to be eligible to cover the cost of the event.

   2. The training/development event must be held on campus or within close proximity to campus (a “local” travel radius will apply, meaning that overnight stays for staff members will not be permitted or covered, and travel distances of 50 miles or more from the campus will be considered at the discretion of the committee). An example of an acceptable location for an off campus group training event would be Duluth, Minnesota.

   3. The group training/development event will be open to all permanent and probationary University staff, as well as project appointments and LTEs. In addition, the University employee does not need to be at least a half-time employee in order to attend this event.

   4. Motivational speakers and other soft-skill development events are not covered under this policy. The university is responsible for funding and hosting these types of events for all employees.
2. **A. Group Training/Development Proposal/Review Process**

1. Employees are encouraged to submit group training and/or development event proposals to USS for consideration. Proposals may be submitted during the first seven months of the fiscal year (in order to allow time to plan and execute an event during the fiscal year).

   The USS will review the proposal and determine whether or not it meets the criteria for a group event.

3. USS will make a determination regarding whether or not the event will be funded and will notify the appropriate people on campus once a decision is made (the requestor, the Human Resources Office, Facilities Management, etc.).

**IV. Submittal Procedure – Individual and Group Development Awards**

1. Fill out the appropriate form below and sign it. Obtain the approval of your supervisor by having them sign the form as well.

2. Send the form via campus mail (or scan the form and send it via email) to the Treasurer of USS. The Officers of USS are listed online on the USS web site. 
   
   [http://www.uwsuper.edu/css/index.cfm](http://www.uwsuper.edu/css/index.cfm)

3. The Fundraising/Finance Committee (or USS) will review the proposal and determine whether or not it will be approved.

4. Once a decision is made, the Fundraising/Finance Committee will notify the employee, their supervisor, the Grants and Research Office, and the University Staff Human Resources Assistant.

**V. Approval/Notification Process**

1. Individual Awards - Once the proposal form is completed and signed by the supervisor, the form should be sent to USS. USS will review the proposal and then forward it on to the Human Resources Office with their recommendation for approval.

2. Individual Award Notification - The University Staff Senate - Chair will notify the employee, and the employee’s supervisor that the grant has been approved. The employee may then register for and attend the event.

3. Group Events - Once the proposal form is completed, it should be submitted to USS. USS will then review the proposal and determine whether or not the event fits within the criteria of this policy. If USS approves the event, the form will be forwarded to the Human Resources Office for review.

4. Group Award Notification - The Human Resources Office will notify USS that group training/development event was reviewed and allocated. The Human Resources Office will provide some assistance in helping to promote the event.
3. **Reimbursement Procedure**

1. Register for and attend the approved training/event.

2. Fill out a Travel Expense Reimbursement form (TER). On the form, please specify that $x.xx of the cost is being funded by a University Staff Development Grant and that the remaining amount needs to be charged to the cost center determined by the employee’s supervisor. The cost center determined by employee's supervisor. The cost center for University Staff Development Grant is 128-027080-1.

3. If a purchasing card (ProCard) is used to pay for the cost of the training/event, you will need to process a chargeback or transfer in order to move the expenses covered by the development grant from the cost center linked to the ProCard into the University Staff Development Grant cost center.

4. For group training/development events, please work with the business office to facilitate registration and payment for the event.

**In the event the Educational Reimbursement Program is no longer available or funds exhausted the University Staff Development Grant may be considered as an alternative funding method.**

REV:12162020