



January 31, 2019

MEMORANDUM

To: Academic Staff
From: Heather Daniels, Secretary of the Academic Staff
RE: *Spring 2019 Academic Staff Professional Development Grants – RFP for Fall 2019 Activities*

The UW-Madison Academic Staff Professional Development Grant Program, authorized by the Board of Regents, is offered to academic staff members who hold at least a 50 percent appointment. The grants are for professional development activities that will begin between July 1, 2019, and December 31, 2019. Information on the grant program can be obtained from the website:

<http://acstaff.wisc.edu/professional-development/grants/academic-staff-professional-development-grants>

These grants are intended for professional development and/or training to improve the effectiveness of academic staff members in their current roles. The funds are not intended for basic job training or for job requirements.

Eligibility: To be eligible for this grant, applicants must not have received funding in the previous two rounds of competition (funding for activities in Fall 2018 or Spring 2019). Emeritus faculty, visiting appointees, or limited appointees with a faculty backup appointment are not eligible. For full eligibility requirements, please consult the website listed above.

Two informational sessions will be held:

Wednesday, February 6, 2019, 12:00-1:00 pm, 3260 Health Sciences Learning Center

Tuesday, February 12, 2019, 12:00-1:00 pm, Union South (Check TITU)

Please Note: All applications MUST be submitted and approved electronically. Please refer to the Academic Staff website for more instructions on submitting an application. The electronic submission system is available at:

<http://apps.ohr.wisc.edu/staffdev/Default.aspx>.

Deadlines for the competition:

Applicant electronically submits completed application to department chair/unit head	Friday, March 8, 2019
Department chair or unit head electronically approves applications	Friday, March 15, 2019
School/College/Division Dean/Director electronically approves applications	Friday, March 29, 2019
School/College/Division Dean/Director emails ranked list of applications to the Secretary of the Academic Staff (if applicable)	Friday, March 29, 2019

Unit Requirements: Units are expected to match the Professional Development Grant funds awarded by the committee. If budget constraints prevent departments from contributing their share of the funding, please inform staff before they begin working on a grant application.

If you or your colleagues have any questions, please contact 263-2985 or pdrc@soas.wisc.edu.

cc: Deans, Directors, Department Chairs, and Personnel Representatives

Secretary of the Academic Staff

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