



September 13, 2023

MEMORANDUM

To: Academic Staff
From: Jake Smith, Secretary of the Academic Staff
RE: **Fall 2023 Academic Staff Professional Development Grants – RFP for Spring 2024 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 January 1, 2024, and June 30, 2024. Information on the grant program can be obtained from the website:

<https://acstaff.wisc.edu/grants-awards/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: For full eligibility requirements, please consult the website listed above. Emeritus faculty, visiting appointees, and limited appointees with a faculty backup appointment are not eligible.

Two virtual informational sessions will be held on the dates below. For information on how to attend, please consult the website listed above.

Wednesday, September 20, 2023, 12:00 pm – 1:00 pm

Thursday, September 21, 2023, 12:00 pm – 1:00 pm

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: <https://apps.ohr.wisc.edu/staffdev/>.

Deadlines for the competition:

Applicant electronically submits completed application to department chair/unit head	Monday, October 23, 2023
Department chair or unit head electronically approves applications	Monday, October 30, 2023
School/College/Division Dean/Director electronically approves applications	Monday, November 13, 2023
School/College/Division Dean/Director emails ranked list of applications to the Secretary of the Academic Staff (if applicable)	Monday, November 13, 2023

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 pdrc@soas.wisc.edu.

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