



September 11, 2024

**MEMORANDUM**

**To:** Academic Staff  
**From:** Mallory Musolf, Secretary of the Academic Staff  
**RE:** **Fall 2024 Academic Staff Professional Development Grants – RFP for Spring 2025 Activities**

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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, 2025, and June 30, 2025. Information on the grant program can be found here: <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.

- Tuesday, September 17, 2024, 12:00pm – 1:00pm
- Wednesday, September 18, 2024, 12:00pm – 1:00pm

**All applications MUST be submitted and approved electronically at:** <https://apps.ohr.wisc.edu/staffdev/>. Please refer to the Academic Staff website for more instructions on submitting an application.

**Deadlines for the competition:**

Applicant electronically submits completed application to department chair/unit head	Monday, October 21, 2024
Department chair or unit head electronically approves applications	Monday, October 28, 2024
School/College/Division Dean/Director electronically approves applications	Monday, November 11, 2024
School/College/Division Dean/Director emails ranked list of applications to the Secretary of the Academic Staff (if applicable)	Monday, November 11, 2024

**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](mailto:pdrc@soas.wisc.edu).

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