

Date: September 8, 2011

To: College of Letters and Science Classified Staff Members

From: L&S Classified Staff Issues Committee (CSIC)

Subject: Professional Development Grant Program for Classified Staff

Each year the College of Letters and Science makes \$5000 available to be used to fund professional development opportunities for College classified staff. The program is in response to CSIC's concern that some classified staff members do not have funding available to them to attend training and professional development opportunities, particularly employees in small departments and those in technical and blue collar positions.

We held an application process this summer but only spent about half of the money for 2011-2012. Therefore, we are having a second application opportunity to use the remaining funds. This second round of grants will be for professional development activities that are taken during fiscal year 2011-2012 (July 1, 2011 - June 30, 2012).

The application deadline is September 30, 2011. Submit applications to Diana Allaby, 207 South Hall.

Application materials including grant submission procedures, grant information sheet, grant proposal cover page, and budget worksheet are attached.

Examples of training and development opportunities that employees have received funding for include:

- Excel & Access courses through MATC
- Certificate program at MATC for Meeting and Event Management
- Attendance at the National Association of Graduate Admissions Professional Conference
- Adobe InDesign training through Doit
- Management and Leadership course through Cardinal Stritch University
- Financial Management Series and Prospective for Success workshops through the Small Business Development Center
- Flash software training through Doit
- Facilities Management Seminar through Fred Pryor Seminars
- Small Business Career Ctr: Perspectives for Success Breakfast Series
- Profiles of Active Alumni Workshop
- Dynamic Web Sites Using PHP & My SQL for Beginners through DoIT

You may also be interested in attending Online Education and Training through the Office of Human Resource Development ( <https://www.ohrd.wisc.edu/onlinetraining/index.asp> ).

The committee will review the applications on or about October 14, 2011. Applicants will be notified of the results of the competition as soon after the review as possible.

\*\*Note if you have a co-worker in your unit that does not have email, please share this information with them.

cc: chairs and directors

# L&S CLASSIFIED STAFF PROFESSIONAL DEVELOPMENT GRANT

## INFORMATION SHEET

### **Job-Related/Required Training**

Training and courses that fall under the job-related category are important in maintaining or improving skills required in the employee's present position. Such training is directly and immediately related to the work needs of the unit and is fully funded by the employer. Such training is taken on work time and is usually of brief duration, is not recurring or extensive. Examples of job-related/required training include: computer software training, workshops through Office of Human Resource Development, workshops through the Small Business Development Center, conferences (e.g. National Association of Graduate Admissions Professional Conference), seminars.

All fees (e.g. course fees, textbooks) for job-related/required training are to be paid by the unit when the employee registers for the course or training. Books that are purchased through this process become the property of the department. Parking costs are also reimbursable for this training.

If the course/training is outside of the employee's home city, the employee would also be reimbursed for travel and meals according to the UW Business Services policies and procedures. If the course/training is within the employee's home city, the employee would not be reimbursed for meals and would only be reimbursed for the amount of travel, if any, between their work place and the training facility. If the employee goes home directly from the training facility they would not be reimbursed for this travel or if they go directly to the training facility from home, they would not be reimbursed for this travel.

Payments for these courses/training is done through the requisition process. Questions about this process should be directed to your L&S Business Services contact.

### **Career-Related/Professional Training Courses**

Courses that fall under this category are professional development courses for credit which are not required by the employer and are generally taken on the employee's own time. The courses are taken at an accredited University or Technical College with a physical presence in Wisconsin (e.g. UW, MATC). If funding is approved for one of these courses, reimbursement would also need to be approved through the Tuition Reimbursement Process.

Reimbursement for these courses range between 75% to 100% of the cost of the training depending on the bargaining unit that the employee is covered under. Please refer to the following website for additional information and restrictions on tuition reimbursement: [http://www.ohr.wisc.edu/polproced/CPPP/cppp\\_chapter12.pdf](http://www.ohr.wisc.edu/polproced/CPPP/cppp_chapter12.pdf)

Fees for reimbursement are limited to the cost of the course itself. Books, supplies, parking and travel costs are not reimbursable for these courses. The employee would be reimbursed for these courses after successful completion of the course.

**College of Letters and Science  
Classified Staff Professional Development Program  
Budget Worksheet**

Note: Supporting documentation must be provided for all budget items. Include evidence of cost-saving where appropriate. If travel is involved, UW-Madison travel policies and procedures can be found at <http://www.bussvc.wisc.edu/acct/travel/welcome.html>.

Professional Development opportunity for which you are seeking funding:	
Beginning Date: _____ Ending Date: _____	
Total fees or costs (attach registration form, brochure, etc.)	\$
Is the course for credit? _____yes _____no Is the course a requirement of the position? _____yes _____no	
Other sources of funding you have applied for, if any, for this professional development opportunity:	\$
Have you received any other grants within the last two years? Please list along with amounts awarded for each grant.	
Air transportation (provide documented quote)	\$
Ground transportation (For additional information on reimbursable transportation costs, please refer to the attached information sheet.) (UW fleet is preferred when available) # Days or Miles _____ : x Cost per day/mile: _____ = Total: \$ _____ Other costs: Taxi, shuttle: \$ _____ Tolls: \$ _____ Parking: \$ _____	\$
Lodging (please note UW lodging maxima requirements) # Nights: _____ x Cost per night _____ : \$ _____  Other charges (explain): _____  <input type="checkbox"/> Conference Rate? <input type="checkbox"/> State or Government Rate?	\$
Food (Not to exceed UW in state/out of state limits; <u>food for local participants is not allowed</u> ) Brkfst: # _____ x Allowed rate _____ : \$ _____ Lunch: # _____ x Allowed rate _____ : \$ _____ Dinner: # _____ x Allowed rate _____ : \$ _____ <input type="checkbox"/> Meals covered in registration? Breakfast # _____ : Lunch # _____ : Dinner #: _____	\$
Other Expenses (e.g., books; list and justify)	\$
<b>TOTAL</b>	<b>\$</b>

**UW College of Letters and Science  
Professional Development Program for Classified Staff  
Proposal Cover Page**

This Professional Development Program grant application competition is for activities during the 2011-2012 fiscal year (July 1, 2011 through June 30, 2012). Please refer to the "Grant Submission Procedures" before completing this page. Application deadline is Friday, September 30, 2011. Submit applications to Diana Allaby, 207 South Hall.

1. Applicant Information

Name:	Title:
Department:	
Campus Phone:	Email:

2. Activity Information

Title of Activity:	
Beginning Date:	Ending Date:
Brief abstract (50 words or less):	

3. Total Cost of Activity (from Budget Worksheet): \$ \_\_\_\_\_

4. The UDDS (101 accounts only) to which grant funds should be transferred: 101 A -- \_\_\_\_ -- \_\_\_\_\_

5. Checklist (Please check off each item. Proposals with missing materials will not be considered.)

- Proposal Cover Page
- Proposal (one page or less)
- Budget Worksheet and supporting documentation
- Documented information on the activity (brochure, web page, etc.)
- Eight collated copies of all materials

6. Supervisor Approval \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

If proposal is not approved, the supervisor should attach justification for refusal to Proposal Cover Page and return to applicant.

For proposals that are not approved by the supervisor: Applicant may still submit proposal to selection committee for full consideration. Please include with application materials the supervisor's justification for refusal and applicant's own justification for consideration to CSIC, c/o Diana Allaby, College of Letters and Science, 207 South Hall.

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\_\_\_\_\_  
L&S Dean's Office approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Amount

**College of Letters and Science Classified Staff  
Professional Development Program  
GRANT SUBMISSION PROCEDURES**

1. Complete the following:

a. Complete the **Proposal Cover Page**

b. Prepare a one-page written proposal that includes:

i. Your name, title, department or unit

ii. A description of the nature of the professional development opportunity (include brochure or other documentation)

iii. A brief explanation of why this activity is important and the role it will play in your professional development and, if relevant, how it relates to your current position

c. Prepare the **Budget Worksheet**. Please follow university travel reimbursement policies and procedures in estimating these expenses (see <http://www.bussvc.wisc.edu/acct/travel/welcome.html>) and refer to the attached information sheet.

2. Process:

a. Applicant submits 8 collated copies of the complete application (a through c above) to supervisor.

b. Supervisor signs proposal cover page and returns to applicant. If proposal is not approved, supervisor should attach justification for refusal to Proposal Cover Page and return to applicant.

c. Applicant forwards 8 complete applicant packets to CSIC, c/o Diana Allaby, College of Letters and Science, 207 South Hall. For proposals that are not approved by the supervisor: applicant may still submit proposal to selection committee for full consideration. Please include with application materials the supervisor's justification for refusal and applicant's own justification for consideration to CSIC, c/o Diana Allaby, College of Letters and Science, 207 South Hall.

d. Classified Staff Issues Committee (CSIC) reviews the applications and makes decisions on awards.

e. Applicants are notified as soon as possible of results with a copy to the supervisor.

f. Funds will be transferred to the unit at the time the costs are incurred.

#### GRANT OBJECTIVES

Funding for Classified Staff Professional Development Grants is intended to assist College of Letters and Science classified staff in participating in meaningful professional development activities for which funding might otherwise not be available. Be sure to refer to the attached information sheet explaining when the activity would also need to be approved through the Tuition Reimbursement Process. Examples of training or development opportunities you might apply for include :

Courses from UW-Madison or within the UW System relevant to your professional development.

Other courses—either off-site or via distance learning—such as language courses or software training, offered through institutions such as MATC, etc. Stronger consideration will be given to non-private type organizations (e.g. UW-Madison, MATC)

Training or workshops offered by the Office of Human Resource Development <https://www.ohrd.wisc.edu/index.aspx>  
Diversity training

Membership fees for professional organizations. Example: International Association of Administrative Professionals (<http://www.iaap-hq.org/>)

Conferences or workshops

- The National Association of Graduate Admissions Professionals ([www.nagap.org](http://www.nagap.org))

It is the responsibility of the applicant and supervisor to ensure that proposals meet college, UW-Madison and State policies and procedures. Training that involves travel should be justified (i.e., sole provider of training/retraining only available at single location; no locally known trainer, consultant, etc.) If a fee for membership in a professional association is requested, the relevance of the association should be explained. If language training or software training is requested, the need for such training should be stated. The grant will not subsidize the purchase of software.

The grant proposal MUST:

1. Be clearly and convincingly written.
2. Follow proposal submission procedures.

**APPLICATION DEADLINE IS FRIDAY, SEPTEMBER 30, 2011**  
**SEND APPLICATIONS TO DIANA ALLABY, 207 SOUTH HALL**