UWM ACADEMIC STAFF PROFESSIONAL DEVELOPMENT AWARD (PDA)

Deadline: 4:30pm Tuesday, March 15, 2011

Interim Provost Johannes Britz, the Academic Staff Committee and the Academic Staff Awards Committee are pleased to announce a new professional development award to support UW-Milwaukee academic staff. Funding will be considered for individuals or groups. Partial funding for larger projects will be considered ($2,000 maximum individual award and $4,000 maximum group award).

Eligibility: Individual applicants must have been employed at 50% time or greater at UW-Milwaukee for at least one year prior to application. Individuals may apply for up to $2,000 per calendar year. The funded activity and expenditure must occur before December 31, 2011. Applications for reimbursement of professional development expenses incurred during 2011 prior to the anticipated mid-April award notification will be considered, provided those expenses were covered out-of-pocket by the applicant and not reimbursed through any other source, and all UWM policies pertaining to allowable expenses were met. For example, travel must have been authorized in advance. Please note: this funding is subject to UWM and UW System policies and procedures, including possible future travel freezes. We cannot guarantee funding if the proposed activity is restricted before it takes place.

A follow-up brief evaluation report, including actual budget expended and documentation of participation in the professional development activity, is required within two months of the funded activity completion.

Selection Criteria: Proposals will be evaluated by the Academic Staff Awards Committee in accordance with the following criteria:

- Quality of Professional Development Opportunity (0-20 points)
- Need (0-20 points)
- Benefit to department and university (visibility, number served, potential for ongoing relationships and partnering, change in test practice, etc.) (0-20 points)
- Viability (can this proposal be accomplished effectively within time and budgetary constraints) (0-20 points)
- Budget (is budget clear and realistic) (0-20 points)

Award Disbursement: Awards will be announced by mid-April. Funds will be transferred to the awardee’s home department. The awardee’s department shall manage the payment of the professional development award through reimbursement of a Travel Expense Report or through direct purchase e.g. of associated airline tickets, registration fees, etc. The awardee and his/her home department are fully responsible for ensuring funds are used in compliance with UWM and UW System policies and the intended purpose of the award.

Application Instructions: Please email a single PDF-format document containing all required materials (noted below) to Sylvia Forbes, Chair, Academic Staff Awards Committee, at (forbes@uwm.edu) no later than 4:30pm on Tuesday, March 15. The PDF document should be titled as follows: yourlastname.yourfirstname.PDA11.pdf

Individual Applications: (REQUIRED MATERIALS)
- Documentation of professional development opportunity (brochure, website, registration materials, etc.).
- Statement of Need (300 words or less) including timeline, justification of need and expected benefits to self, department and/or university.
- Detailed budget (see budget form). Budget should also indicate other funding sources (University dept, other outside grant or applicant’s personal funds) if the professional development opportunity budget is larger than the funding provided by this grant award.
- Supervisor name, position, and contact information.
Group Applications: (REQUIRED MATERIALS)
- Documentation of professional development opportunity (brochure, website, registration materials, etc.).
- Applications may be submitted on behalf of a school or college, department, area, center or office within UW-Milwaukee by a representative of that body.
- Statement of Need (300 words or less) including timeline, justification of need and number of people directly affected and expected benefits to department and/or university.
- Detailed budget (see budget form). Budget should also indicate other funding sources (University dept or outside grant) if the professional development opportunity budget is larger than the funding provided by this grant award.
- Name and contact information of supervisor of applicant as reference.
# Academic Staff Professional Development Award Application Budget

**Applicant Name**

**Position Title**

**UWM Dept.**

**Departmental UDDS:**

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Indicate whether expense would be covered by this grant award, individual, department or other source</th>
<th>Total Cost of Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conference fees or honorarium for group training facilitator/speaker</td>
<td></td>
<td></td>
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<tr>
<td><strong>Detail:</strong></td>
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<tr>
<td>2. Travel expenses or mileage (mileage calculation of miles x )</td>
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<td><strong>Detail:</strong></td>
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<td>3. Meals total Anticipated</td>
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<td>4. Related supplies or miscellaneous expenses anticipated</td>
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<td><strong>Detail:</strong></td>
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<tr>
<td>5. Other (describe)</td>
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</tbody>
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**Total Request for Professional Development Award**

Remember that the maximum request is $2,000 per individual and $4,000 for a group

**Total Matching Funds (provided by individual, department or other sources i.e. Grants or Scholarship)**

**Total Expenses for Professional Development Activity**

Please submit this completed Budget form with the other required materials. Retain detailed receipts for all expenses incurred.

(2/08/11)