Staff Development Grant Application

Awarded amounts must be utilized by fiscal year 2024

After the supervisor's signature is obtained, send the application to:
TWU Staff Council, Staffcouncil@twu.edu, with the subject line Professional Development Grant Application

Staff Member Name: _____

Email: _____   Phone No.: _____

Department: _____   Position: _____

Amount requested: $ _____   Additional Source of Financial Support for this Staff Development Grant: ☐Yes ☐No

If Yes: Source: _____   Amount: $ _____

Date of Last TWU Staff Development Grant, if applicable _____

Complete the Abstract and Project Description/Justification. The justification must specify how the grant will result in the staff member's professional growth and contribute to the strategic plan of the department, college, or the university. This statement must also specify any anticipated product of this grant and how the staff member might share this with the university community.

Approvals:

_____   _____   Date:_____
(Signature of Staff Member)   (Printed Name)

_____   _____   Date:_____
(Signature of Supervisor)   (Printed Name)

_____   _____   Date:_____
(Signature of Chair, TWU SC Prof. Dev. Committee)   (Printed Name)

_____   _____   Date:_____
(Signature of President, TWU Staff Council)   (Printed Name)

_____   _____   Date:_____
(Signature of Manager of Employee Development
& Communications in the Office of Human Resources)   (Printed Name)

Proposal Title: _____

ABSTRACT

Write an abstract (50 words or less) that briefly describes to a reader outside of your discipline the proposed staff development grant activity.

NARRATIVE

Provide a minimum 250 word description of your request. ***Number each aspect in your response to match the questions below. Please also attach a proposed budget or describe the cost for your professional development grant.***

1. **Description:** For what will the grant be used, including information on location, methods, collaborators (including sources of funding for others), equipment needs, etc.? Address why this grant is necessary to accomplish the request. Please provide a brief budget outlining how the grant money would be spent.

2. **Professional Growth:** How will this request contribute to your professional growth as a staff member?

3. **Institutional Development:** How will this request contribute to the strategic plan, vision, or imperatives of your department, school, college and/or university?

4. **Objectives:** What are the primary outcomes anticipated? What product (e.g., new skill, report, performance, exhibition, software, etc.) will emerge from this request?

Development Start Date: _____ Completion Date: _____