

Staff Development Grant

Application deadline: April 6, 2018
Awards will be announced: May 11, 2018



Rationale and Need for Grant

Staff development grants are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth. Staff development grants may be awarded, upon application, for professional literature, workshops, webinars, study materials, educational/training courses, or other suitable developmental purposes.

Eligibility

Staff development grants may be awarded to persons employed by the University as a full-time staff member of TWU (as defined by Human Resources) below the level of the University Cabinet for at least one full academic year. Specific questions concerning eligibility for staff development grants should be referred to the Staff Council Vice President and/or the Staff Council Professional Development Committee Chair.

Approval of Grants

An applicant must initiate the staff development grant application endorsement procedure with the applicant's immediate supervising administrator before submitting the application to the Chair of the TWU Staff Council Professional Development Committee. Decisions regarding supervisor endorsement may be based on staff workload, departmental needs, and other pertinent departmental and University considerations.

Applications approved by the TWU Staff Council Professional Development Committee will be forwarded to the TWU Staff Council President for approval. The TWU Staff Council President will forward all approved applications to the Manager of Employee Development & Communications in the Office of Human Resources.

Priority consideration will be given to individuals who have not previously received a staff development grant.

Payment of Grants

Payment of grants to the staff members awarded a staff development grant may be made from the funds appropriated specifically for that purpose or from such other funds as may be available to the University for this purpose. The maximum staff development grant award amount per application is three-hundred dollars (\$300).

Awards may be used to supplement a departmental award. The TWU Staff Council encourages departments to support these awards with additional funds whenever possible. The TWU Staff Council will support the effort of those recipients who solicit additional funds from independent sources. Solicitation of additional funds cannot conflict with the University's fundraising policies, procedures or goals.

Disbursement of grant awards will be paid for by Staff Council via P-card or a requisition. In order for approved development expenditures to be paid for by Staff Council, the employee or their department must submit detailed vendor and development cost information to the Chair of the TWU Staff Council Professional Development Committee 21 days in advance of the need for professional development activities or products.

All requests must reflect the total expenses in U.S. Dollars. Professional development expenses not approved as part of the application process or expenses incurred prior to the award date or after the documented completion date will not be allowed. Taxes are not to be applied to professional development grant purchases.

Property Acquired Under Staff Development Grants

All items (including but not limited to software, books, subscriptions, etc.) acquired under a staff development grant is TWU property unless specifically exempted by the Staff Development Committee. This property is placed on the inventory of TWU and should be handled and protected as TWU property. Grant awardees may require full-time use of items acquired by grant funds to perform the professional development specified in the application. Such exclusive use is permissible; however, ownership of items is vested with TWU, not with the individual. Upon completion of an awardee's staff development grant plan, all items acquired with staff development grant funds are to be returned to Staff Council.

Per TWU Policy 9.01 Computer and Software Acceptable Use Policy "all technology related purchases for TWU must undergo a risk assessment prior to purchase. The TWU Department of Technology and Information Services will consult with departments looking to purchase software to ensure ADA compliance."

Grant Period

Expenditures associated with staff development grant awards must be completed by July 1st of the same fiscal year as the award date.

Expectation of Future Service

A summary report on the activities undertaken as part of the grant must be submitted to the TWU Staff Council Development Committee and to the Manager of Employee Development & Communications in the Office of Human Resources no later than six weeks following the staff member's completion of the grant activities.

An explicitly stated end result is required as part of the application process. After completion, a presentation on the grant's outcomes may be a part of the grant recipient's professional development plan. The format and scale of a presentation may vary based on need and audience and is to be detailed as part of the application process. Examples include but are not limited to: research report, journal article, script, oral or visual presentation, webpage, etc.

Integrity of the University

The awarding of a staff development grant should not create undue hardship for other university employees and should not unduly limit departmental responsibilities. Endorsement by the employee and applicant's immediate supervising administrator should be taken to mean that this criterion will be met. Refer to the Training and Development Policy 3.45 for additional guidelines for professional growth and enrichment.

Types of Grants

Staff development grants shall be divided into three types. Methods of delivery may include self-guided, face-to-face learning, and/or distance education.

Type I: Research

These awards are intended to broaden a staff person's skill or knowledge in a specific area of their particular discipline(s). These require a clearly defined project and objective which is appropriate to the staff member's job discipline. (Example: Books or journal subscriptions, purchase of software programs, etc.)

Type II: Creative and Applied

These awards are intended to allow a staff person's creative exploration in their particular discipline(s). These awards require a clearly defined project and objective which is appropriate to the staff member's job discipline. (Examples: Material or creative software for works of art, artifacts, compositions, productions, literary works, etc.)

Type III: Continuing Education

These awards require attendance and successful completion at a specific institute, seminar, course, or similar professionally relevant activity appropriate to the staff member's job discipline. (Examples: Continuing education credit for certification, webinars, seminars, workshops, etc.)

Exclusions

Persons who have received a staff development grant within the last year or who have given notice and are in the final year of their employment at TWU are ineligible for a staff development grant.

Professional development expenses associated with departmental away days; training and development that is not work related; funding of travel and incidental expenses; retrospective funding for any past event; and certification exams, recurring certification/licensure fees, membership fees for associations/organizations or required training for the employee's position will not be considered or awarded.

Professional development expenses associated with tuition and fees for coursework affiliated with an institution of higher education are ineligible.

Summary

1. All recipients may receive a maximum of \$300 of the development costs as outlined in the staff development grant application. The Staff Council Development Committee will award amounts based upon available resources, number of approved applications, and the potential value of the professional development contribution to the University.
2. Awards may be used to supplement a departmental award. The TWU Staff Council encourages departments to support these awards with additional funds whenever possible. The TWU Staff Council will support the effort of those recipients who solicit additional funds from independent sources. Solicitation of additional funds cannot conflict with the University's fundraising policies, procedures or goals.
3. A summary report on the activities undertaken as part of the grant must be submitted to the TWU Staff Council Development Committee and to the Manager of Employee Development & Communications in the Office of Human Resources no later than six weeks following the staff member's completion of the grant activities.
4. An explicitly stated end result is required as part of the application process. After completion, a presentation on the grant's outcomes may be a part of the grant recipient's professional development plan. The format and scale of a presentation may vary based on need and audience and is to be detailed as part of the application process. Examples include but are not limited to: research report, journal article, script, oral or visual presentation, webpage, etc.

Staff Development Grant

Application deadline: April 6, 2018
Awards will be announced: May 11, 2018



After the supervisor's signature is obtained, send the application to:
TWU Staff Council Care of Carolyn Becker, Chair of the Professional Development Committee
(Blagg-Huey Library 230, cbecker2@twu.edu, 81-4115)

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 _____

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:

(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) Date: _____

Staff Member 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.***

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?
5. **TWU Outcome:** How will you share the products of your Staff Development Grant with the TWU community (e.g., report, oral presentation, performance, etc.)?

Staff Member Name: _____

Proposal Title: _____

Development Start Date: _____ Completion Date: _____