Staff Professional Development Grant Guidelines

Staff Development Grant—funded by the quasi-endowment
2019-20 Guidelines
2019-2020 Grant Deadlines
–**Fall semester**: August 1, 2019
–**Spring semester:** January 31.2020
Goal Statement: The goal of this grant program is to provide staff members with financial assistance for scholarship and professional development activities. The program is administered by the Human Resource office and the Provost.
Project Guidelines: Grant events, activities and opportunities should lead to a broader and deeper understanding of one's discipline, and/or an understanding of a new discipline or subject area.
Fundable items include (but are not limited to):
• development resources (books, software, art materials, science consumables, etc.)
• release time (the direct supervisor must provide written permission, and this must accompany the grant proposal)
• tuition (post-terminal degree)
• expenses related to professional conference attendance (such as registration, transportation, lodging). When being nominated for conference-related funding, nominations must also include:
a): paper topic and proof of acceptance
b): links to professional organization website and/or conference website (both are preferable)
c): conference program (if available)
Items not fundable include:
• pre-terminal degree-related tuition
• course preparation
• conference attendance without a specific presentation
• stipends
Other stipulations
• travel abroad: must include a fundable professional development activity
• workshops, exhibitions, seminars: if not presenting, must substantiate how the university will benefit from attendance
Project spending/timeline: Funds not expended within one calendar year of grant award notification date may be returned to the quasi-endowment fund for re-granting. Exceptions to this rule are:
1. If more time is necessary beyond the 1-year limit, grant recipients must inform the Director of Human Resources as soon as practicable. Extensions may be granted on a limited basis with advance notice and approval—the maximum being three (3) months.

2. If the grant recipient chooses to alter in any way the approved development activity originally funded by the Staff Development Grant, s/he must submit a letter to the Staff Development Committee. That letter should explain the changes to the original project.

Any and all questions about the application form and administration of funds should be directed to the Director of Human Resources.

Project completion: Grant recipients must submit a 2-3 pp final report to the Director of Human Resources and Staff Development Committee within one (1) month of their deadline. In addition, all grant recipients are expected to present their project outcomes at appropriate venues on campus. Examples could include, but are not limited to, published articles, professional presentations, and creative works.

Project Funding Guidelines

1. Currently, a maximum of **$2,000 per nominee** may be awarded. If available funds exceed the total funds requested, the Staff Development Committee may, at its discretion, award more than the maximum.

2. All full-time staff of Concordia University, St. Paul are eligible to receive funding after one year of service to the University. Only one nomination may be submitted for an individual staff member in a given application period.

3. A group or joint application must include rationale for the collaboration, along with separate statements for each staff member stating her/his unique contribution, qualifications, timeliness, and reasons for separate funding (if necessary).

4. Priority will be given to nominees who have not received funding the previous academic year will receive higher priority.

5. Funding from other sources may be included as part of the proposal, but is not required. Funding from the nominee's department (e.g. professional development funds) need not be listed as part of budget.

6. A staff member may be nominated retroactively, but while the activity remains ongoing, if the activity took place or began within the time of the previous funding period; or that the activity was not available or known to the nominee in time for the nomination to have appropriately been submitted in time for that funding period's deadline.

7. A previous proposal which was partially funded may not be resubmitted in unaltered form for additional funding.

8. Materials and supplies funded through the grant normally will remain the property of the nominee after the project is completed. The specifics will be communicated to the nominee in the award letter.

9. Any funds left over after grants have been awarded are carried over to the next application period or otherwise redistributed.

Professional Development Grant Application Procedures

• Nominations must be written clearly and concisely using the Staff Development Grant Application—this document is available online on the CSP Portal.

• Please use the outline provided. The grant nomination may be returned if this format is not followed.

• The completed nomination form is submitted electronically to Milissa Becker (becker@csp.edu) by the posted deadline. Any supporting documentation should be submitted electronically or in hardcopy (if necessary).
• The name of the staff member(s) and the submission date should be included in the title of all electronically submitted files.
• Nominees will not have an opportunity to refine or revise applications once they are submitted.

• Nominations will be accepted twice throughout the academic year. The deadlines will be approximately the midpoint of each semester. Application deadlines will be posted on the CSP Portal.

Decision-Making Process for Grant Awards
Grant nominations will be provided to all Staff Development Committee members in advance of the scheduled meeting on funding decisions.
Committee members who have been nominated for a grant may not be present at meetings where their nomination is under review and will recuse him/herself accordingly.

Funds can only be committed to current projects. All future allocations will need to be applied for in later granting periods.

"Acceptance Pending": The committee may ask nominees for clarification or rationale for expenses requested. In such cases, nominees will be provided a deadline to make all necessary revisions. If more in-depth revisions are needed, the nominee may be asked to reapply in the following granting period.

The committee forwards its recommendations to the Provost and the Director of Human Resources, who makes the final decision on nominations. All nominees will receive written notification of the decision regarding their nomination.

Comments, Questions, Suggestions–Please Contact:

Milissa Becker
Director of Human Resources
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