



Management Professional Development Committee

APPLICATION GUIDELINES

FOR

INDIVIDUAL STUDY

AND

TRAVEL ASSISTANCE FOR PROFESSIONAL MEETINGS

In order for grant applicants to be given proper consideration by the Committee, applications should be received by Human Resources **one month prior** to the beginning date of the course, seminar, workshop or conference for which funding is being requested. Full-time and part-time managers not covered by any collective bargaining unit are eligible. Part-time managers are eligible for prorated funding based on status

Management Professional Development Committee

Director of New Student Programs (Chair)
Dean/College of Liberal Arts & Sciences
Executive Director of Human Resources
Assistant to President for Human Diversity
Director of Technology Support

All Awards Are Contingent on Budgetary Allocations

Category I

INDIVIDUAL STUDY GRANTS

PURPOSE: Enable individual permanent full-time and part-time managers to enroll in a credit bearing course which is taken to improve the applicant's qualifications for her/his assigned professional responsibilities through paying required fees, tuition, and/or course materials. Grants are up to \$1000 maximum for full time managers (grants for part-time managers will be prorated consistent with status) and are limited to one grant per person per fiscal year. Funds may also be available from other sources consistent with the **Out-service Training** process. Attendance at a professional conference is not an eligible expense for a category I grant.

Under this category, the grant will be disbursed on a reimbursement basis for academic courses. The individual must receive a grade of "C" or better for undergraduate courses or a grade of "B" or better for a graduate course.

All proposals must use the following format:

- A. Applicant's name and department
- B. Title of course and name of institution or sponsoring organization
- C. Dates of course
- D. Description of course including:
 1. Purpose (include comment on benefit to the University, improvement on the delivery of service, and professional skill enhancement)
 2. Brochure/ course outline and application copy. (if applicable)
- E. University check requisition form
 1. Itemized cost statement
 2. Original receipt if prepaid
 3. Registration materials
 4. Approval of immediate supervisor and appropriate cabinet level supervisor

Send the completed proposal to the Chair of the Management Professional Development Committee (MPDC) in care of the Office of Human Resources. (INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED.)

If, for any reason, changes need to be made to an approved grant, those changes must be approved by the MPDC prior to expenditures of any funds related to the altered grant.

If further assistance is necessary, please contact members of the Management Professional Development Committee.

Category II

TRAVEL ASSISTANCE FOR PROFESSIONAL MEETINGS AND NONCREDIT COURSES, SEMINARS, AND WORKSHOPS

PURPOSE: Travel assistance for meetings whose sole or primary purpose is devoted to enhance professional skills or knowledge which is directly applicable to the participant's position at the university.

Limited to one grant not to exceed \$1000.00 per fiscal year (eligible funding for part-time managers are prorated consistent with status)

A. Deadlines for "Travel Assistance" Applications and/or Requests

Applications or requests for travel assistance should be submitted at least thirty(30) days prior to travel commencement. Requests are processed in the order in which they are received.

B. Format of Travel Assistance Grants

1. Explanation of the purpose of participation
 - a. Relationship to the delivery of service
 - b. Benefit to the University
 - c. Professional skill enhancement
2. University travel request form
 - a. Itemized costs
 - b. Approval signatures (immediate supervisor and cabinet level)
3. Indication of additional funding support (when appropriate)

Send the completed proposal to the Chair of the Management Professional Development Committee (MPDC) in care of the Office of Human Resources. (INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED.)

If, for any reason, changes need to be made to an approved grant, those changes must be approved by the MPDC prior to expenditures of any funds related to the altered grant.

If further assistance is necessary, please contact members of the Management Professional Development Committee.