



Kutztown University

APPLICATION GUIDELINES FOR INDIVIDUAL STUDY AND TRAVEL FOR PROFESSIONAL CONFERENCES

In order for grant applicants to be given proper consideration by the Committee, applications should be received by Human Resources according to the timeline as shown below.

APPLICATIONS TIMELINE

Period	Travel/ Course	Start Dates	Submission Deadline	Response Date (approximately on)
	From	To		
Quarter 1	July 1	September 30	May 1	May 15
Quarter 2	October 1	December 31	August 1	August 15
Quarter 3	January 1	March 31	November 1	November 15
Quarter 4	April 1	June 30	February 1	February 15

AFSCME Professional Development Committee

- 3 AFSCME Staff Representatives
- 3 Administrative Representatives
- 1 Human Resources Representative

All Awards are contingent on Budgetary Allocations

Category I INDIVIDUAL STUDY GRANTS

ELIGIBILITY:

- A. Professional development funds are available to permanent full and part-time employees who are in an active pay status during the fiscal year in which the request is submitted.
- B. Employees on leave without pay may not request a salary replacement from the professional development funds.
- C. An employee may not submit more than one request per fiscal year.
- D. Requests shall be considered only in the category designated on the title page by the employee.

PURPOSE: Enable individual permanent full-time and part-time AFSCME members to enroll in a credit bearing course which is taken to improve the applicant's qualifications for his/her assigned professional responsibilities through paying required fees and/or tuition. Individual Study Grants are up to \$500 per AFSCME member and are limited to **one grant per person, not to exceed \$500 per fiscal year.**

Under the 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 include the following information:

- 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 an explanation on the benefits 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

Apply at this link:

(INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED)
If, for any reason, changes need to be made to an approval grant, those changes must be approved by the APDC prior to expenditures of any funds related to the altered grant. If further assistance is necessary, please contact members of the AFSCME Professional Development Committee.

**Category II
TRAVEL ASSISTANCE FOR PROFESSIONAL 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.

Travel Assistance Grants are up to \$500 maximum and limited to **one grant total per person, per fiscal year.**

- A. Deadlines for "Travel Assistance" Applications and/or Requests
Applications or requests for travel assistance should be submitted according to the timeline on page 1. Requests are processed in the order in which they are received.
- B. All proposals must include the following information for Travel Assistance Grants
 - 1. Explanation of the purpose of participation
 - a. Benefit to the University
 - b. Relationship to the delivery of service
 - c. Professional skill enhancement
 - 2. University travel request form (copy)
 - a. Itemized costs
 - b. Approval signatures (immediate supervisor and cabinet level)
 - 3. Indication of additional funding support (when appropriate)

Apply at this link: <https://fs7.formsite.com/kutzuniv/KUPD/index.html>

(INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED)

If, for any reason, changes need to be made to an approval grant, those changes must be approved by the APDC prior to expenditures of any funds related to the altered grant. If further assistance is necessary, please contact members of the AFSCME Professional Development Committee.