



Kutztown University

APPLICATION GUIDELINES

INDIVIDUAL STUDY GRANTS FOR CREDIT-BEARING COURSES

AND

FUNDING ASSISTANCE GRANTS FOR PROFESSIONAL CONFERENCES

Applications will be reviewed by the Committee on a first-come, first-served basis. Submissions must be received at least 30 calendar days prior to the start of the event for which funding is requested. Decisions will be communicated via email following the Committee's vote, which occurs on the 15th of each month.

Eligibility: Full-time and part-time managers who have successfully completed a six-month probationary period and are **not** covered by a collective bargaining agreement are eligible to apply. Part-time managers may receive prorated funding based on their Full-Time Equivalent (FTE).

Management Professional Development Committee (MPDC)

Senior Vice President for Academic Affairs
Vice President Equity and Compliance
Vice President University Relations and Athletics

ALL AWARDS ARE CONTINGENT ON BUDGETARY ALLOCATIONS

Category I

INDIVIDUAL STUDY GRANTS

PURPOSE: To support permanent full-time and part-time managers who have successfully completed a six-month probationary period in enrolling in credit-bearing courses that enhance their qualifications for their assigned professional responsibilities. Funding assistance covers required tuition and/or fees. Category I – Individual Study Grants provide up to \$1,000 per fiscal year for full-time managers. Each manager is eligible for **ONE grant per fiscal year**, with a maximum award of \$1,000 under Category I. Grants for part-time managers are prorated based on Full-Time Equivalent (FTE). Additional funding may be available through other sources in accordance with the Out-Service Training (OST) process. Visit the HR website to explore more on OST.

A manager may choose how to submit for payment of the grant funds across the Fall, Winter, Spring, or Summer semesters by submitting separate direct payment forms for each term cap at \$1,000. Unused funds cannot be carried over to a new fiscal year or applied retroactively to a completed semester. It is the individual manager's responsibility to monitor the use of the awarded grant funds. Human Resources will provide the link to the direct payment form specifically designed for MPD.

Reimbursement will be provided upon successful completion of the course(s). Recipients must earn a grade of "C" or better for undergraduate courses, or a "B" or better for graduate-level courses to qualify for reimbursement.

All proposals for Individual Study Grants must include the following information:

- A. Applicant's name and department
- B. Title of course and name of institution or sponsoring organization
- C. Course dates
- D. Course description, including:
 - 1. Purpose (addressing the benefit to the University, improvement in service delivery, and professional skill enhancement)
 - 2. Brochure or course outline and application copy (if applicable)
- E. University AP direct payment form and grade report
(Email your grade report to Human Resources upon course completion)
 - 1. Itemized cost statement
 - 2. Original receipt if prepaid
 - 3. Registration materials
 - 4. Approval from immediate supervisor and appropriate cabinet-level supervisor

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

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

Any changes to an approved grant must receive MPDC approval before related funds are spent. For further assistance, please contact Human Resources.

Expenses for professional meetings, conferences, noncredit courses, certifications, seminars, and workshops are **not** eligible under Category I grants. Please submit your application under Category II instead. See the next page for details.

Category II

FUNDING ASSISTANCE GRANTS FOR PROFESSIONAL MEETINGS, CONFERENCES NONCREDIT COURSES, CERTIFICATIONS, SEMINARS, AND WORKSHOPS

PURPOSE: To support permanent full-time and part-time managers who have successfully completed a six-month probationary period by providing funding assistance for professional meetings, conferences, seminars, or workshops that are specifically designed to enhance professional skills or knowledge directly related to the participant's role at the University. Each manager is eligible for **ONE grant per fiscal year**, not to exceed \$500 under Category II. Grants for part-time managers are prorated based on Full-Time Equivalent (FTE).

Applications or requests for funding assistance should be submitted in accordance with the timeline outlined on page 1. Requests will be processed in the order they are received. Funding will be allocated through a budget transfer to your department's cost center, using the number provided on the proposal.

All proposals for Funding Assistance Grants must include the following information:

- A. Explanation of the purpose of participation, addressing:
 - 1. Benefit to the University
 - 2. Relationship to the delivery of service
 - 3. Professional skill enhancement
- B. University travel request form or a supporting documentation, including:
 - 1. Itemized costs
 - 2. Approval signatures from immediate supervisor and appropriate cabinet-level authority
- C. Indication of additional funding support (when appropriate)

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