



Kutztown University

APPLICATION GUIDELINES FOR INDIVIDUAL STUDY AND FUNDING 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 | September 30 | October 1-15 |
| Quarter 2 | October 1 | December 31 | December 31 | January 1-15 |
| Quarter 3 | January 1 | March 31 | March 31 | April 1-15 |
| Quarter 4 | April 1 | June 30 | June 1 | June 8-22 |

SCUPA Professional Development Committee

- 1 SCUPA, Chairperson
- 1 SCUPA Representative
- 2 Administrative Representatives
- 1 Human Resources Representative

All Awards are contingent on Budgetary Allocations

Category I

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.

INDIVIDUAL STUDY GRANTS

PURPOSE: Enable individual permanent full-time and part-time State University Administrators (SUA) to enroll in a credit bearing course which is taken to improve the applicant's professional development, paying required fees and/or tuition. Individual Study Grants are up to \$750 per State University Administrator and are limited to **one grant per person, not to exceed \$750 per fiscal year.** (*Individual Study Grants are up to \$750.00 maximum for full-time and part-time SUA and are limited to one grant per person, per fiscal year – between Category I & Category II – not to exceed \$750.00 for Category I: Individual Study Grants and \$500 for Category II: Funding Assistance*). Attendance at a professional conference is **not** an eligible expense for Category I.

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 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 including:

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: [Link will be provided by Hue Cawley](#)

(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 SPDC prior to expenditures of any funds related to the altered grant. If further assistance is necessary, please contact members of the SCUPA Professional Development Committee.

Category II

FUNDING ASSISTANCE FOR PROFESSIONAL AND NONCREDIT COURSES, SEMINARS, AND WORKSHOPS

PURPOSE: Funding 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.

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

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

Applications or requests for funding 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 Funding 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: [Link will be provided by Hue Cawley](#)

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