

The Ohio State University at Marion

2018 Staff Professional Development Grant Guidelines

Funds are available for Ohio State Marion Classified Civil Service and Administrative and Professional staff members who are pursuing professional development opportunities. Requests for professional development grants are intended to be job related and for the betterment of the university. Funds may be awarded for expenses such as registration fees, training costs, conference/workshop travel, tuition, and textbooks. **Money awarded must be spent by June 30, 2019.** Retroactive or reimbursement funding is not provided.

ELIGIBILITY

An applicant must meet the following conditions: Must be employed as a regular full or part-time Classified Civil Service or Administrative and Professional staff member at Ohio State Marion. Part-time employees must be at least 50% FTE.

Must be employed at least six months with Ohio State Marion.

Regular professional development amounts of \$1,100 for A&P staff and \$400 for CCS staff must be exhausted before applying for the grant or used in conjunction with the grant. Faculty, student employees, and staff on temporary appointments are NOT eligible.

SELECTION CRITERIA

Applicants who have not previously received this grant are given priority consideration. Retroactive or reimbursement funding is not provided. The grant amount and the number of grants will be based on the type of request, the dollar amount requested, the number of requests, and the amount of grant money available each fiscal year. The requested grant amount may not be fully funded if funds are not available. Partial grants may be awarded.

APPLICATION PROCESS

Applications are evaluated on the proposed use of funds, percentage of cost shared by other sources, and the potential benefits for the staff member, her/his department, and the university. After examining all applications, the committee will forward recommendations to the Dean, who will make the final decisions. If all funds are not dispersed during the initial application period, the committee may open a second round of grant application requests.

Submit your completed application by **June 30th, 2018** to Christian Peregrina, MSAC chair. Questions about this program should be directed to any MSAC committee members.

**The Ohio State University at Marion
2018 Professional Development Grant Application**

PLEASE TYPE OR PRINT LEGIBLY. ATTACH SHEETS AS NECESSARY.

Name _____

Position Title _____

Department/Office _____

OSU Address _____

Email address _____

OSU Telephone _____

Start date at Ohio State Marion _____

Current Appointment

Full Time Part Time (____%)

Classified Civil Service Staff

(must be at least 50%)

Administrative and Professional Staff

Has your supervisor approved the travel associated with this award? Yes or No.

Have you previously received a Professional Development Grant from Ohio State Marion? Yes or No.

If yes, what years were you awarded funds (s) _____ How much were you awarded? _____

For what was the money used? _____

Please answer the following and attach to your application. Please provide any documentation of how the funds will be used, such as conference descriptions, books needed, course/training descriptions, etc.

1. Have you spent your regular professional development funds for the fiscal year 2016- 2017? (Allotted professional development amounts of \$1,100 for A&P staff and \$400 for CCS staff.) If yes: Please describe how funds were spent. If no, go to question 2.

2. Describe in detail how you intend to use the Professional Development Grant money should it be granted to you. Attach a proposed budget that includes registration, hotel, transportation, and food. Please refer to the OSU travel site's per diem chart when estimating your budget

3. Describe the benefits to you, your department, and/or the university should you be awarded the Professional Development Grant.

4. Describe in detail how this training relates to your job duties.

5. What is the total amount you are requesting?

6. Complete a Pre-Trip Worksheet, available through eTravel System. 7. Attach a conference flier or provide the conference web address Applicant's

Signature _____ Date _____

Submit one copy of the completed application by June 30th, 2018 to: Christian Peregrina, MSAC Chair, or email to peregrina.3@osu.edu.