

# The Ohio State University at Marion

## 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 the end of the current fiscal year (June 30).** 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 to the current MSAC chair. Questions about this program should be directed to any MSAC committee members.

# The Ohio State University at Marion 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        No

Have you previously received a Professional Development Grant from Ohio State Marion?    Yes        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 current fiscal year? (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 to the current MSAC chair. See [MSAC website](#) for contact information*