

UNH STAFF PROFESSIONAL DEVELOPMENT GRANT PROGRAM (SPDG) INFORMATION, CHECKLIST, AND APPLICATION

SPDG INFORMATION

The Staff Professional Development Grant Program provides the opportunity, for benefited staff, to attain new skills or knowledge in a manner that will enhance a staff member's performance or eligibility for promotion and be of specific benefit to the department, college, university, and/or University System.

Such opportunities might include:

- Conferences, workshops, and seminars, both on and off campus
- Academic courses not offered within USNH and not covered by your USNH Tuition Benefit
- Travel and accommodation for off-campus courses, workshops, etc.
- Special projects, including but not limited to research and publication.

The maximum award is \$750.00.

Applications will be accepted twice a year:

Application Deadline	Grant Notification Date
June 1st: Activity after July 1 st of current FY, ending before June 30 th of current FY.	July 1st
January 1st: Activity after July 1 st of current FY, ending before June 30 th of current FY.	February 1st

All applicants must be in a benefits-eligible UNH position for **at least (1) year prior** to the proposed professional development activity date.

No more than one grant will be awarded per person during a 24-month period. This is calculated from the first date of the activity for a previously awarded grant.

Documentation: Include all **estimated** expenses in the application: For example: registration fees, tuition, travel expenses, etc.

If awarded, applicants will be notified via email from HR.Communications@usnh.edu with confirmation and instructions for submitting the reimbursement.

IMPORTANT: The SPDG program is reimbursement **ONLY**. The funds are available after your activity/program is completed, not prior. Funds are not reimbursed to departmental budgets, including P-Card expenditures. All **claimed** expenses must have accompanying receipts. If your grant is approved, you will follow the rules set forth by UNH Travel and Expense policies for submitting a reimbursement. Funds are only provided to the employee **AFTER** the activity is concluded, **NOT PRIOR**. Details will be covered in the award letter for approved grant recipients.

If you have questions or need assistance, please contact HR.Communications@usnh.edu

SPDG CHECKLIST

- It has been at least 24 months since I last received approval and funding for an UNH SPDG.
- I understand that the grant committee can only make reimbursements to staff members, not to departments. After my activity is concluded, I can only be reimbursed for documented expenses I incurred.
- My grant application contains all required signatures.
- I have included in my email attachment all appropriate documentation summary, clearly identified dates, location, and content, for what I am requesting funding for.
- I have included in my email attachment all appropriate documentation regarding the estimated expenses. If claiming per diem and/or mileage, rates can be found at <https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-for-travel-references>.
- My application will be submitted to HR.Communications@usnh.edu via email as a PDF attachment by the application deadline.



**STAFF PROFESSIONAL DEVELOPMENT GRANT
APPLICATION**

Please submit a copy of this application and any supplemental documentation via email as a PDF attachment to HR.Communications@unh.edu.

Please provide the following information about you:

Applicant Name	
Email	
Staff Occupation Classification	<input type="checkbox"/> Extension Educator (EE) <input type="checkbox"/> Operating Staff (OS) <input type="checkbox"/> Professional, Administrative, Technical (PAT)
Position	
Department	
Supervisor Name and Position	
Years at UNH in Benefits Eligible Position	
Have you ever received the UNH Staff Professional Development Grant? If yes, when?	

Please provide the following information about your Professional Development Activity:

Name of Activity	
Date(s) of Activity <i>(must be within current fiscal year: July 1st through June 30th)</i>	
Location(s) of Activity	
Requested Grant Amount <i>(max \$750)</i>	
Estimated Total Cost of Activity	
Breakdown of Activity Costs <i>For example: registration fees, tuition, travel expenses, other</i>	
Other Funding Sources (if applicable) <i>For example: department, personal, grant, other</i>	

Please see next page

In the space below (or as an attached document), provide the following:

Please describe your professional development activity, and how it relates to your professional development goals. How will this professional development activity benefit you, your department, and/or the University of New Hampshire?

Be sure to read all instructions and use the checklist prior to submitting your application as incomplete applications will not be considered.

Applicant Signature:	Date:
Supervisor Signature:	Date:
<i>If departmental funds are being utilized in addition to this award, please include Fiscal Officer signature.</i> As responsible Fiscal Officer, I certify the above Department Funding information.	
Fiscal Officer Signature:	Date: