



## STAFF PROFESSIONAL DEVELOPMENT GRANT PROGRAM

### GENERAL INFORMATION

The Staff Professional Development Grant Program provides the opportunity, for **EE, OS, and PAT 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 accommodations for off-campus courses, workshops, etc.
- Special projects, including but not limited to research and publication

### GRANT CRITERIA

- 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. The maximum award is \$750.00.
- The Committee will **NOT** fund:
  - computer hardware
  - software
  - journals/books
  - individual memberships to associations or organizations
  - training/certification **directly required** for a staff member's position
- Department Contribution - This program is intended as a complement to and **NOT** in lieu of departmental professional development funds. \*Please be sure to provide an explanation if the department is not contributing to your funding source.
- Documentation – Include **all projected expenses in the grant application**. Ex: Transportation costs including mileage, reservation receipts, program fees, and other associated fees/expenses. Be sure to NOT calculate expenses for meals that are included in conference/program registrations. UNH per diem rates are available at: <http://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-travel-references>

The Staff Professional Development Grant Committee believes that it is extremely important that individuals who apply for development funds make some personal investment in their own development and strongly encourages individuals to do so. The personal investment can be a monetary contribution of personal funds toward expenses and/or a contribution of a non-monetary nature.

For example: Using non-work time to complete work for the conference/workshop, use of a personal car, and staying with relatives rather than in a hotel. **Please note that the level of your personal contribution is taken into consideration by the committee.**

**IMPORTANT:** Reimbursements are **ONLY** for applicants and only available after your activity/program is completed, **not** prior. Funds are not reimbursed to departmental budgets, (*including P-Card expenditures*). The Staff Professional Development Grant funds are intended for staff members out of pocket expenses. All claimed expenses must have accompanying receipts.

- Written appeals of Committee decisions may be considered within thirty (30) days of Committee action.
- If expenses exceed the award, the Grant Fund will not cover the difference.

Application Deadline	Grant Notification Date
September 7 <sup>th</sup>	September 21 <sup>st</sup>
December 1 <sup>st</sup>	December 20 <sup>th</sup>
February 24 <sup>th</sup>	March 24 <sup>th</sup>
May 30 <sup>th</sup>	June 30 <sup>th</sup>

**\*All FEBRUARY applications** must be for program attendance/travel that will be completed before the end of the fiscal year (no later than June 30<sup>th</sup>).

**\*\*All MAY applications** must be for program attendance/travel that is taking place in the upcoming Fiscal Year (July 1<sup>st</sup> and beyond).

**DEADLINE is the date your application must be submitted for the review quarter you are requesting (May/September/December or March). Grant applicants will receive formal notification from the committee by the dates above for each quarter review period.**

**TO SUBMIT YOUR APPLICATION:**

Scan your signed application & all accompanying documentation and submit as PDF attachment via email to our [HR.Communications@unh.edu](mailto:HR.Communications@unh.edu)

If you have questions or need assistance please contact [HR.Communications@unh.edu](mailto:HR.Communications@unh.edu)