University Staff Council Professional Development Grant Application

Please note the deadline for each cycle, *tentative to funding*:

Deadline: February 1 (Events between March 1–June 30)

Deadline: June 1 (Events between July 1–October 31)

Deadline: October 1 (Events between November 1–February 28)

ONLINE submissions only!

You will receive notification of your submission outcome about 2 weeks after the submission deadline.

More information is available at our website.

1st set of questions:

The first set of questions are about you, the employee applying for the USC professional development grant.

To qualify for the grant, you must be currently employed at UWL in an on-going University Staff position and have completed at least one year of continuous service at UWL.

Name:

Work unit/department/title:

Phone number:

Email address:

Name and title of your supervisor:

Month and year you began employment at UWL:

Have you applied for a USC grant prior to this one? If so, when?

○ Yes, when (date)?

○ No

Have you received grant money previously? If so, when?

○ Yes, when (date)?

[   ]

○ No

About event

2nd set of questions:

The second set of questions are about the professional development opportunity that you'd attend if you were awarded this grant. The professional development grants awarded by this program are intended solely for non-credit conferences, seminars, and workshops.

To qualify for the grant, the event must be related to your position and duties at UWL and must, in some way, provide you with experience/education that will be a benefit to both you and the university.

Your department/unit must be willing to pay for your hours worked while in attendance at the event and while traveling to and from the event. Potential attendance at the event must be approved in advance by your supervisor.

Event name:

[   ]

Date of the event:

[   ]

Location of the event (city/state):

[   ]

Description of the event:

[   ]

Have you attended this event previously? If so, when?

○ Yes, when (date)?

[   ]

○ No

What are your objectives in applying for this event?

How will the event benefit you and your department/unit?

Is this training required for your job?

○ Yes

○ No

costs

3rd set of questions:

The third set of questions are about the cost of professional development opportunity that you'd attend if you were awarded this grant.

The grant application must include the dollar amount requested, the event fee and all estimated travel expenses for the event (e.g. transportation costs, meals, lodging, etc.). Business services has tools to determine actual costs for travel expenses.

Event registration fee

Estimated transportation costs (include car rental fee, gas, parking fees, air travel cost, etc)

Estimated lodging costs

Estimated meal costs (use per diem calculator from TravelWise)

Other anticipated costs (specify the amount and the type of expense)

Total estimated cost

[ ]

The grant may not cover the entire cost of your event. If the total cost of the event is more than the amount awarded, please indicate below how the remaining cost will be covered (personal funds, approved department/unit funds, or a combination of both) and up to what amount.

[ ]

more info

Additional information:

Use the space below for any further information you would like to provide the sub-committee about yourself, your involvement with USC or UWL or the La Crosse community, the event you'd like to attend, yours or colleagues past attendance at this or other similar events, etc.

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