



INDIANA UNIVERSITY INDIANAPOLIS
STAFF COUNCIL

**STAFF PROFESSIONAL
DEVELOPMENT GRANTS**

Guidelines

July 2024

GUIDELINES

PURPOSE

The purpose of the Staff Professional Development Grants (SPDG) program of the IU Indianapolis Staff Council is to award recognition and financial support to individual staff members to engage in professional development activities that align with the IU Indianapolis Strategic Plan, contribute to the success of IU Indianapolis, and enhance the professional growth of the staff member.

FUNDING AND ACTIVITY REQUIREMENTS

- Applicant must have an IU Indianapolis appointment. Preference will be given to fulltime employees.
- Applicant must have completed one year of continuous service at IU Indianapolis by the proposal deadline.
- The professional development activity must occur no later than seven months after the awarding of the grant.
- The professional development activity may supplement or expand upon, but may not duplicate, any training/development currently available at IU Indianapolis in any form or through any office.
- The professional development activity must relate to the applicant's current or future duties and responsibilities.
- The professional development activity must tie to one of the IU Indianapolis Strategic Plan Goals and Objectives.
- Applicant may not have received a Staff Professional Development Grant within the previous two-year period (the previous six application periods).
- A letter of support/recommendation is required from the applicant's supervisor.
- Possible budget items for this grant include but are not limited to conferences, meetings, certifications, and training. This grant will not be used to cover salary or benefits.
- The maximum award is \$400.
- Grants are not transferrable, may not be applied to a different professional development activity, and may not be applied to a different time period.

APPLICATION INSTRUCTIONS

- Non-content experts may be reviewing your application. Therefore, it is important to write the application in a manner understandable to those outside your discipline.
- Use the application form provided.
- Begin each section on a new page.

Section 1 Applicant Information Page

- Title is your work title.
- Use the campus building code for campus address, i.e. SL 160.
- Use your campus seven-digit phone number, area code if off campus.
- Use your IU email.
- Category of activity – select one: Certification, Conference, Course, Training. If you aren't sure, leave it blank.
- Professional Development Activity – spell out the name of the activity, don't just use acronyms.
- Activity role(s) – participant, attendee, presenter, co-presenter, committee member, volunteer, Board member, etc. List all that apply.

Section 2 Description of Professional Development Activity

- Limited to one page.
- Describe the organization/company providing the activity and its relevance to your discipline. Assume the reviewers have never heard of them.
- Describe details of your activity, what you will be doing – workshops, speakers, meetings, networking, poster sessions, volunteering, committee work, classes, etc.

Section 3 IU Indianapolis Strategic Goals and Objectives and Your Contributions to IU Indianapolis

- Limited to one page.
- Identify which Objective best aligns with your activity, i.e. *Student Success and Opportunity*.
- State your Objective and briefly describe how your position supports the Objective. It is not necessary to include the listed bullet points.
- Describe how your professional development activity will contribute to your current/future duties/projects and how IU Indianapolis will benefit now and in the future.
- Goals: <https://indianapolis.iu.edu/about/strategic-plan/goals/>

Section 4 Budget and Justification

- Limit budget and justification to two pages.
- Possible budget items for this grant include but are not limited to conferences, meetings, certifications, and training.
- Salary or benefits are not allowable items.
- Personal expenses such as GRE or CPA exam fees, graduate school fees, etc. are not allowable items. Using these grant award funds for these types of personal expenses may be considered financial aid and have personal tax implications.
- The maximum award is \$400.
- Include the entire amount of your travel/expenses. The award funds will be applied to the request as a whole, not designated to a line item.
- Follow the IU Travel Management guidelines (<http://www.indiana.edu/~travel/>).
- Materials, equipment and any other items purchased with this grant become the property of Indiana University.

Section 5 Biosketch, Resume or Curriculum Vitae

- Attach a biosketch, resume or curriculum vitae

POST AWARD REQUIREMENTS

- A one page final report is due within 30 days of the professional development activity. Email final reports to scouncil@iu.edu.
- Follow-up information may be requested in the future to determine the ongoing efficacy of the program.
- Awardees may be featured in Staff Council or IU Indianapolis media.

SUBMISSION OF APPLICATIONS

- Submission deadlines: August 1, December 1, April 1
- Deadlines that fall on Saturday or Sunday will be the following Monday.
- Email applications to scouncil@iu.edu no later than midnight on each deadline date.
- Email supervisor letters of support/recommendations directly to scouncil@iu.edu. Supervisors may include their statement in the email body or as an attachment.
- Funding decisions will be made approximately four weeks after the deadline.
- Applications are reviewed by a committee of current and former Staff Council members.

Questions may be directed to Alicia Gahimer at algahime@iu.edu or 278-0249.

IU Indianapolis Strategic Plan <https://indianapolis.iu.edu/about/strategic-plan/goals/>