STAFF PROFESSIONAL DEVELOPMENT GRANTS

Guidelines

July 2021

GUIDELINES

PURPOSE

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

FUNDING AND ACTIVITY REQUIREMENTS

- Applicant must have an IUPUI appointment. Preference will be given to fulltime employees.
- Applicant must have completed one year of continuous service at IUPUI 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 IUPUI 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 IUPUI 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 IUPUI Strategic Goals and Objectives and Your Contributions to IUPUI

- Limited to one page.
- See the last page of the guidelines - IUPUI's Strategic Goals and Objectives: An Overview.
- Identify which Objective best aligns with your activity, i.e. *Transform Online Education*.
- 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 IUPUI will benefit now and in the future.

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@iupui.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 IUPUI 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@iupui.edu no later than midnight on each deadline date.
- Email supervisor letters of support/recommendations directly to scouncil@iupui.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@iupui.edu or 278-0249.

IUPUI Strategic Plan https://strategicplan.iupui.edu

This program is graciously funded by the Vice Chancellor for Finance and Administration.

IUPUI's Strategic Goals and Objectives: An Overview

The success of our students

1 Promote Undergraduate Student Learning and Success
- Expand and institutionalize adoption of high-impact educational practices to increase engagement of students with learning and campus life
- Improve retention and graduation rates and shorten time to degree
- Strengthen campus life and community
- Increase co-curricular programming and curricular connections to it
- Increase opportunities to learn and apply learning outside of class

2 Increase Capacity for Graduate Education
- Increase autonomy of PhD programs
- Expand number and capacity of PhD programs
- Create unique interdisciplinary graduate programs
- Develop new professional masters programs

3 Transform Online Education
- Create more online certificate and degree programs
- Develop innovative technology-enabled learning experiences
- Increase the number of hybrid programs
- Support IU Online at IUPUI
- Create a hub for IUPUI online program services and support

4 Optimize our Enrollment Management
- Develop a data-driven, market-based enrollment plan for the campus
- Establish admissions goals and criteria to reflect a changing IUPUI
- Establish completion goals

Advances in health and life sciences

5 Leverage our Strengths in Health and Life Sciences
- Enhance IU's leadership in interprofessional education and collaborative practice
- Prepare healthcare providers to influence the healthcare system
- Promote excellence in curriculum, scholarship, and outcomes evaluation
- Promote excellence in faculty development and leadership training

Contributions to the well-being of the citizens of Indianapolis, the state of Indiana, and beyond

6 Accelerate Innovation and Discovery through Research and Creative Activity
- Establish research plans at the unit and campus level
- Undertake strategically selected major research projects to support quality of life
- Establish a clearinghouse for responsiveness to external research requests and inquiries
- Expand engagement in research and creative activity among faculty, graduate students, and undergraduates

7 Deepen our Commitment to Community Engagement
- Develop an innovative and inclusive engagement agenda focused on impact
- Coordinate engagement activities to support impact
- Evaluate and internally recognize engagement activities
- Seek external recognition of engagement activities

8 Strengthen Internationalization Efforts
- Increase international opportunities for IUPUI students and faculty
- Increase recruitment of international students
- Position IUPUI as an international and intercultural hub for Indianapolis
- Implement ACE internationalization plan for IUPUI

OUR COMMITMENT TO INDIANA AND BEYOND

IU IUPUI STRATEGIC PLAN

9 Promote an Inclusive Campus Climate
- Create pathways for success for underrepresented students, faculty, and staff
- Develop cross-cultural awareness and competence among all members of the IUPUI community
- Develop, implement, and achieve diversity plans in all units

10 Develop Faculty and Staff
- Become an employer of choice for staff and faculty by providing meaningful work, improved workplace culture and communication, and advancement opportunities
- Increase development programming and mentoring
- Strengthen performance and promotion and tenure approaches