

Staff Professional Development Grants Program

Deadlines **Autumn Quarter** **Nov 03, 2008** **Winter Quarter** **Feb 09, 2009** **Spring Quarter** **April 13, 2009**

Name | _____
First Middle Last

Are you a first-time grant applicant? Yes No

If No, indicate quarter and year of last grant received _____

If No, indicate purpose of last grant received

Dept/School | _____

Campus Address | _____
Room & Building Street Address

Campus Phone | _____ Email | _____

Total Amount Requested | \$ _____ Dept/School | _____ COTA | _____
\$100.00 \$400.00 max

Brief Description of Purpose

Applicant Signature | _____ Unit Head Signature | _____

- Checklist:
- SPDGP cover sheet
 - A one- or two-page proposal
 - Itemized budget/breakdown of total costs
 - A letter of support from chair/director/associate dean

Procedures:
- Attach this cover sheet in front of your proposal packet before copying.
- Mail or deliver 10 copies of your proposal packet to:

Pat Riechel
college of the arts
152 Hopkins Hall
128 North Oval Mall
Columbus, OH 43210

Deadlines	Autumn Quarter	Nov 05, 2007	Winter Quarter	Feb 11, 2008	Spring Quarter	April 14, 2008
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Purpose

To support professional enrichment or development opportunities and specialized activities that advance or re-focus the development of skills such as:

- Expenses for participation in seminars, workshops, conferences, training programs, or meetings
- Books, software, or materials related to the area of professional development
- Equipment that broadens or deepens skills or advances an applicant's professional development or career aspirations
- Child/elder-care expenses necessary for participation in professional development opportunities/activities

Amount of College Awards

The maximum amount awarded at the college level is \$400. The maximum total grant allowable under this program is \$500, \$400 from the college and \$100 from the home unit.

Eligibility

All regular (.50-1.00FTE) staff members in the College of the Arts are eligible to apply. Arts Advising and Scholars staff members are also eligible. There is no limit on the number of times eligible staff members may apply for or receive a grant. In a competition round where there are proposals of equal merit from both repeat and first-time applicants, the selection committee gives priority to first-time applicants.

Grant Application Packet Includes 4 Components

1. A completed "Staff Professional Development Grants" cover page.
2. A one- or two-page proposal in letter format addressed to the staff member's unit head (chair, director, associate dean) that describes how the proposed activity/materials/equipment meets the stated purpose of the grants program. *Explain as clearly as possible the connection between what is being requested and how it:*
 - Supports your professional growth and development in the particular area
 - Advances existing or develops new skill sets, and/or
 - Leads you closer to a short- or long-term career aspiration/goal

Also include in your letter a few sentences about yourself and your role in the unit.

3. On a separate sheet of paper, provide an itemized budget/breakdown and documentation of all costs. [If additional funding will come from university-level staff grants programs and/or from personal funds, please indicate that as part of the total budget.]
4. A letter of support from the employee's chair/director/associate dean addressed to the Pat Riechel that:
 - Includes a statement of support for the proposal as well an indication that the unit head has reviewed grant guidelines and believes the request meets the grant program's purpose.
 - Contains the commitment of \$100 in unit funds. If the total amount requested from unit and college sources is less than \$200, the unit's financial commitment would be half the total budget.

Submission of Grant Application Packet

1. An application that includes the four components (proposal cover sheet, your proposal letter to the unit head, separate itemized breakdown of costs/budget, and the unit head's letter to Pat Riechel) constitutes the complete proposal packet. Send ten copies of the complete proposal packet to:

Pat Riechel
College of the Arts
152 Hopkins Hall
128 North Oval Mal

2. 2008-09 Application Deadlines:
 - Autumn quarter, November 3, 2008
 - Winter quarter, February 9, 2009
 - Spring quarter, April 13, 2009

Peer Review

Grant applications are reviewed by a committee consisting of one staff member from each Department of the College of the Arts:

ACCAD	Elaine Smith
Arts Administration	Kathy Simcox
Art	Chris Gose
Art Education	Kirsten Thomas
Dance	Jane Ledford-Adkins
Design	Cory Daughton
History of Art	Stephanie Bernhardt
Music	Connie Murphy
Theatre	Eric Mayer

Committee members are appointed to a three-year term in consultation with their chair/director/dean. Committee service is rotated among the staff in each department/area.

Some Things to Consider While Developing Proposal Ideas

1. The proposal letter does not have to be lengthy, but the link between the request and your professional development must be explained clearly. The primary criterion for awarding grants is the proposal's strength in relation to the stated purposes of the grants program. [See Purpose section and #2, under Grant Application Includes. . . .]
2. Please note, proposals for the following will not be considered:
 - Professional development when the supervisor adds new responsibilities to or indicates need for improved performance in your current position
 - Equipment based on increased speed/time-saving, ease or convenience
 - Professional/career activities that have taken place prior to each application deadline

3. We recommend you discuss your professional development ideas and proposal with your unit's committee representative or Pat Riechel.
4. The college office maintains a notebook of successful proposals from the past two years. The notebook can be reviewed and/or checked out by contacting *Kathy Simcox* at 2-2090 or *simcox.13@osu.edu*.
5. Information about other university staff grants programs are available at the following:

Staff Career Development Grants
<http://hr.osu.edu/special/home.htm>

Critical Difference for Women Grants
<http://criticaldifference.osu.edu/>