



**To:** College of Humanities Staff

**From:** Staff Council

**RE:** Staff Professional Development Grant Call for Proposals

We are pleased to announce that the College of Humanities will accept proposals for staff professional development that occurs during the academic year 2022-2023.

**Eligibility:** Non-academic staff in the College of Humanities are eligible to apply. Recipients of Academic Advising Professional Development grants are ineligible.

**Application Deadline:** November 7, 2022

**Award Amount:** Up to \$800. The number of awards is contingent upon merit and the availability of funding.

**Funding Period:** Fall 2022 – August 22, 2022 – December 8, 2022.

**Purpose:** The Staff Professional Development Grant program supports professional development expenses such as conference attendance, registration, membership dues, or tuition/fees related to professional development. Approved expenses must occur during the funding period.

To apply, please submit a one-page description of the proposed project and objectives of the professional learning opportunity. Proposals should specify the importance of the grant request to a specific work-related activity. Also, please include a one-page itemized budget of expenditures with a clear justification of expenses. Travel expenditures must follow current University of Utah Travel Policy regulations (<https://regulations.utah.edu/administration/3-030.php>). If the proposal involves presenting at a conference, copy of the letter/email of acceptance/invitation should be included with the proposal. Applicants must also include a current resume. Applicant's Chair or Director may provide supplemental funding. The approval is contingent upon support from your direct supervisor.

**Basis for evaluation:** The College will base its evaluation of proposals on the following:

- a) **The completeness of the application.** The Staff Council will review the applications and submit a list of recipients to the Dean. Incomplete proposals will result in a lower ranking or may not be considered.
- b) **The clarity of the proposal.** Proposals should clearly state intended outcomes for the conference/training and the impact of stated objectives to a work activity in the staff member's department or program.



Please send the application by November 7, 2022 to Staff Council at [staffcouncil@lists.utah.edu](mailto:staffcouncil@lists.utah.edu)

**Possible Professional Development Activities:**

- ✓ Tuition
- ✓ Conference Registration
- ✓ Conference Travel
- ✓ Software