

Division of Academic Affairs
Staff Professional Development Grant
AY 2016 – 2017

CALL FOR PROPOSALS

Program:

The Division of Academic Affairs is pleased to provide funding to support staff professional development related to enhancing employee effectiveness. Categories for which funds may be used include, but are not limited to, training programs, conferences, relevant research projects, staff retreats, team building activities or in-service training. Proposals will be reviewed by a Grant Proposal Review Committee comprised of staff from across the Division.

Eligibility:

All CSU San Jose staff employees in the Academic Affairs Division with a minimum of one year of state service are eligible and invited to submit proposals, either individually or as a group. Students/student assistants and temporary employees are not eligible.

Deadline:

Signed proposals must be received in the Provost Office or by email to provost@sjsu.edu no later than 12 pm, Friday, November 4, 2016. Late proposals will not be accepted.

Budget:

The maximum grant amount is \$1,500 for individuals and up to \$5000 for group proposals. Please be aware that due to limited funds, full funding is not guaranteed so departmental or college support is encouraged.

Criteria & Priority:

Staff professional development will be construed in the context of direct enhancement of employee effectiveness. The committee will consider potential for impact and relevance of the activity to the individual's role and [division's priorities](#). Proposals will not be approved if comparable activities are provided by SJSU through Human Resources, Center for Faculty Development, Skillport, or other means (e.g. your dept./college).

Proposal Format:

Proposals must be typed and limited to no more than one page. Signature of the Chair/Supervisor is required for all individual proposals. Please include supporting documentation such as an invitation, brochure or webpage with description of the conference/class/activity.

Expenditures:

All funds must be expended by June 30, 2017 and cannot be carried forward to the next fiscal year. Therefore, it is important to pay close attention to Procurement's end of year processing deadlines. Funds will be transferred to the colleges. Recipients who do not use the funding allocation should notify provost@sjsu.edu at 924-2400.

Professional Development Report:

Recipients are required to provide a written report to their supervisor and the Provost Office (provost@sjsu.edu) within 30 days of the activity and no later than June 30, 2017. The report should summarize the activity and how it contributed to the department/college's mission and/or [SJSU's Four Pillars of Student Success](#). Report activities may be published on the Division website and newsletter. Failure to submit the report may affect future grant awards.

Questions:

Consult the FAQ page at: http://www.sjsu.edu/provost/academic_affairs/professional-development/index.html. For further questions, contact Jessica Larsen at 924-2400 or provost@sjsu.edu.

*Attach supporting documentation regarding quotes, conference descriptions, class descriptions, etc.
Proposals due no later than 12:00 pm, Friday, November 4, 2016.
Awards will be announced by November 23, 2016.*

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GRANT APPLICATION

Name: _____ Position: _____

- Exempt Employee
- Non-exempt Employee (*If the activity you propose is outside of normal work hours, you will need to work with your supervisor and Appropriate Administrator/MPP to arrange for an alternative work schedule.*)

Department: _____ College/AVP Unit: _____

Phone #: _____ Email: _____

This proposal for an/a: Individual OR Group, Group Name: _____
(List all individuals in the group on the back or on a separate page)

Name and Description of Conference/Class/Activity (attach additional documents if necessary): _____

Date(s) of professional development activity or conference: _____

Expected outcomes: _____

Amount requested: _____ Total cost/amount for this activity: _____

Amount College/Dept contributing toward activity: _____

What is your role in this activity (check all that apply):

- Presenter
- Board member
- Volunteer
- Participant
- Facilitator
- Other: _____

Chair/ Supervisor Name: _____

Signature: _____ Date: _____

Dean/AVP Name: _____

Signature: _____ Date: _____

*Please include the following information in your **one page** proposal:*

- Name, position, and description of the professional development activity and/or conference.
- What knowledge and/or skills do you (or your department's team) expect to gain?
- How will your participation contribute to employee effectiveness?
- How does this relate to your current position?
- How does this relate to the mission of your department, college, and/or [SJSU's Four Pillars of Student Success?](#)
- How will you share the results of your experience with colleagues in the Division of Academic Affairs?
- How will the funds be allocated? Provide a detailed budget, e.g., registration, travel, airfare and/or car rental, lodging, meals, speaker, etc.