Date: November 7, 2013

To: Vice Provosts

From: Rafael L. Bras
            Provost and Executive Vice President for Academic Affairs

Subject: Staff Professional Development Grant Program

Copy: G.P. Peterson, Office of the Provost Directors, R. Foy, Gerri Naramore
            J. Herazy, B. Foley-Rodgers

This memo serves as an update to the memo dated February 22, 2012. Relevant changes are highlighted below.

The Office of the Provost Professional Development Grant Program was implemented to support professional enrichment and/or development opportunities that improve the effectiveness of Provost's Office staff members, by assisting with one-time costs such as expenses for participation in seminars, workshops, conferences, training programs or meetings or books, software, or materials related to position specific development.

Eligibility

All regular (.50-1.00 FTE) staff members in the Office of the Provost and Vice Provost reporting units (including VPII, VPES, VPUGE, VPGEFA, VPLE) who have been employed at Georgia Tech for at least six months are eligible to apply. Eligible staff members may apply one time per calendar year.

Deadline

Applications may be submitted at any time and are reviewed twice per year. Please note that there will no longer be a December 1, 2013 submission (as stated in the February 2012 memo).

Application received by:	Notification:
February 1	March 1
September 1	October 1

Grants will fund activities for up to twelve months from the date of the award. ==Expenses incurred that are over the approved award amount will need to be covered by the home department.== It is strongly advised that proposals are submitted well in advance of any deadline corresponding to the request. Professional activities that have taken place before submission will not be considered. Funding for this program will be determined per fiscal year based on available resources.

Application

The proposal 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. The application packet contains four required components:

1. A transmittal letter/memo of application that includes name, title, campus address, department/division, campus phone, email, title of activity, activity dates, location, ==*itemized cost of activity==, total funding requested, immediate supervisor and Vice Provost signature of approval. ==*Note only conference registration, flight and conference hotel accommodations will be supported. Additional expenses related to the activity will need to be covered by the home department.==
2. A proposal (maximum 1 page) that describes how the proposed activity meets the stated purpose of the grants program. Explain as clearly as possible the connection between what is being requested and how it:
   a. supports your professional growth and development in the particular area
   b. advances existing or develops new skill sets
   c. enhances the effectiveness of your unit and the Institute
   d. leads you closer to a short- or long-term career goal/aspiration.
3. A letter of support from the employee's immediate supervisor that includes a statement of support for the proposal as well as a confirmation that:
   a. The employee is in good standing
   b. The allotted time to complete the activity/program and corresponding work arrangement is mutually agreed upon.

Submission of Grant Applications

==Submissions will be accepted from the VPs Offices. Each VP will prioritize requests, based on impact to the mission and return on investment, and forward ranked submissions/applications (in one PDF) to: **OOPStaffDevGrant@gatech.edu**==.

*Please note that proposals for the following will not be considered:

- Requests that are intended to address performance or skill deficiencies.
- Requests that are intended to further or develop operations rather than personal professional development.
- Equipment hardware purchases.
- Professional/career activities that have taken place prior to submission of proposal (no reimbursements).
- Professional society memberships.
- Travel expenses beyond conference registration, flight and conference hotel accommodations.