

TO: UIS Academic Professionals

FROM: Rebekah Grosboll, Chair, APAC Professional Development Subcommittee

DATE: August 30, 2019

SUBJECT: Guidelines and Instructions for Applying for APAC Professional Development Funding for FY 2020

We are pleased to announce FY 2020 funding is available to assist Academic Professionals at UIS with professional development. Each Academic Professional employed at least 50% time may apply for up to \$1200 for use toward any aspect of professional development during FY 2020 (July 1, 2019 through June 30, 2020). Examples include subscription to a journal, conference and meeting registration, conference travel, workshops, and costs associated with a college course.

There will be one round of funding in FY 2020. All applications must be submitted through the Webtools form "UIS APAC Professional Development Funding Application - FY 2020", which can be accessed at <https://forms.uofi.uis.edu/sec/772366>. Applications must be submitted no later than 11:59 p.m. on Friday, September 13, 2019. Prior to submitting your application, please carefully read the guidelines and instructions below. If you have questions, please contact Rebekah Grosboll at rlanp01s@uis.edu or (217) 206-8545.

Eligibility

- All UIS Academic Professionals employed at least 50% time are eligible to apply for funds.
- In most cases, the maximum funding is \$1000 per person.
- Requests for funding of up to \$1200 will be considered when the conference registration fee is \$600 or more. The committee will try to honor these requests while maintaining its philosophy of funding as many valid applications as possible, but the full amount of requests may not be awarded. Units or individuals should be prepared to cover the difference between the amount requested and actual awards.
- Awards must be spent between July 1, 2019 and June 30, 2020.
- Cost sharing is not required. However, if your unit is able to provide any level of funding toward the activity, please indicate this on the application and your detailed budget. In addition, if cost share is provided, your supervisor's signature is required.

Application Submission

- The UIS APAC Professional Development Funding Application - FY 2020 can be accessed through Webtools at <https://forms.uofi.uis.edu/sec/772366>.
- Academic professionals may only submit one application.
- All applicants must upload a completed APAC Professional Development Funding Budget / Cost Share Certification Form with their application. (The APAC Professional Development Funding Budget / Cost Share Certification Form can be found at the end of this document.)

- The applicant's supervisors signature must be on the APAC Professional Development Funding Budget / Cost Share Certification Form if the applicant's unit is providing cost share.

Evaluation of the Application

- This application process is highly competitive. Unfortunately, due to a limited amount of funding we are unable to fund all applicants.
- Applications will be evaluated based on the activity description provided, the narrative explaining the relevancy of the activity and the nature of the professional development opportunity it offers, the detail and accuracy of the budget provided, and the receipt of prior funding.
- Please keep in mind that the APAC Professional Development Subcommittee can base funding decisions only on the information provided in your application. A one or two sentence statement generally will not provide the committee with enough information to make an informed decision.
- Technical training for a specific job-related task can be requested, but funding for broader professional development activities will be given preference.
- We anticipate making a combination of awards at various levels of funding.
- Preference for larger travel grants will likely be given to individuals who did not receive such awards in FY19.

Award Recipients

- Funding decisions will be announced no later than the end of the day on Tuesday, October 1, 2019.
- Reimbursements must occur no later than June 30, 2020.
- Individuals receiving awards will be given instructions on collecting their funding.
- Funding will be reimbursed to a state account in the individual's unit. Detailed instructions will be included with the award announcements.
- Employees under Academic Affairs will need to have a supervisor approved Academic Affairs Travel Authorization Form a minimum of 30 days prior to travel. (The Academic Affairs Travel Authorization Form may be found at <https://www.uis.edu/academicaffairs/reporting-units/>).
- Award recipients are required to submit a brief (two-page maximum) report about their activity. The report must be submitted to the APAC Professional Development Subcommittee Chair within a four-week period after the activity has been completed. Individuals who do not submit their report in the stated timeframe will not be eligible for APAC Professional Development Funding next fiscal year.
- For various reasons, individuals occasionally need to decline an award once it is made. If an awardee must decline an award, he or she should contact the APAC Professional Development Subcommittee Chair (Rebekah Grosboll at rlanp01s@uis.edu) as soon as possible so the award can be reallocated. Awards will be reallocated only among the applicants in the initial pool. No new applications will be considered beyond the initial deadline date.

**The deadline for submitting an application is
11:59 p.m. on Friday, September 13, 2019.**

APAC Professional Development Funding Budget / Cost Share Certification Form - FY 2020

Please carefully read the Guidelines and Instructions for Applying for APAC Professional Development Funding. Applicants must upload a completed APAC Professional Development Funding Budget / Cost Share Certification Form when submitting their application. The application deadline is 11:59 p.m. on Friday, September 13, 2019.

Name: _____

Title of Activity: _____

Budget

Registration Fee \$ _____

Hotel \$ _____

Number of nights _____	Rate per night \$ _____	Taxes _____%
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Airfare \$ _____

Mileage – Personal Car \$ _____

_____ miles x \$0.545

University Car \$ _____

Fleet Car: _____ miles x \$0.35	Van: _____ miles x \$0.38
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Car Rental \$ _____

Taxis / Public Transportation \$ _____

Per Diem \$ _____

In-State ____ breakfast x \$5.50	Out-of-State ____ breakfast x \$6.50
In-State ____ lunch x 5.50	Out-of-State ____ breakfast x \$6.50
In-State ____ dinner x \$17.00	Out-of-State ____ dinner x \$19.00

Misc: _____ \$ _____

Total Expenses \$ _____

Unit Contribution \$ _____

Personal Contribution \$ _____

APAC Professional Development Funding Request \$ _____

Notes/Comments:

Certification

I certify that the information provided above is correct. I understand that university regulations, including travel regulations, will apply to any funding awarded.

Applicant Signature: *(required)* _____ Date: _____

Supervisor's Endorsement: *(optional)* _____ Date: _____

Supervisor's Signature: *(required only if cost share is to be applied)* _____ Date: _____