



TO: UIS Civil Service Employees

FROM: Jeff Sudduth, President Civil Service Advisory Council

DATE: January 12, 2022

SUBJECT: Guidelines and Instructions for Applying for CSAC Professional Development Funding for FY 2022

The Civil Service Advisory Council (CSAC) is pleased to announce that FY2022 funding has been made available to assist Civil Service Employees (CS) at UIS with professional development. Each status CS employee employed at least 50% time may apply for funding to use toward any aspect of professional development during the FY 2022 award year (July 1, 2021 – June 30, 2022). **Awards over \$1000 will be reviewed and be based upon availability and benefit to the University.** Examples include subscriptions to journals, conference and meeting registration, conference travel, workshops, and online training materials. To apply for funding please complete and submit the UIS Civil Service Application for Funding for Professional Development.

Applications should be submitted through the online application form, which can be accessed at: <https://go.uis.edu/CSACProfessionalDevelopment>. Applications must be submitted no later than 5:00 p.m. on Wednesday, January 26, 2022. *If you have questions, please contact Jeff Sudduth at csac@uis.edu*

Prior to submitting your application, please carefully read the guidelines and instructions below. Applications must be submitted and approved by supervisors by 5:00 p.m., Wednesday, January 26, 2022.

Eligibility and Application Process

- All UIS Civil Service status employees, employed at least 50%, are eligible for funding.
- Only one request will be granted per person per fiscal year.
- Award recipients will be required to submit a brief report about their activity and how it was of value to their position, department, and the University as a whole. Employees who fail to provide a report will be ineligible for funding in future years.
- A supervisor must sign off, through the online application, on the relevance of the proposed activity to an employee's professional development and supervisors are welcome to submit a support statement for documentation.
- If applicable, HR should be consulted by the supervisor PRIOR to approving any applications so that comp time balances can be checked.
- Cost sharing is not required. However, if a unit is able to provide any level of funding toward the activity, it should be indicated on the application.
- Professional development occurring after July 1, 2021 may be eligible for retroactive funding (If applying for retroactive funding, please provide the total cost of Professional Development, the date of the expense incurred, and the amount you are seeking to have CSAC fund, which may be less than the total cost).

Completing the Application

- The UIS Civil Service Application for Funding for Professional Development can be accessed at: <https://go.uis.edu/CSACProfessionalDevelopment>.
- One application is allowed per person.
- Applications must be fully completed and submitted electronically.
- Applications requesting a travel award must contain a detailed budget.
- All applications must be submitted online by the applicant.
- An applicant's supervisor must also approve the online application.
- If applicable, your supervisor may add a brief statement regarding the relevance of the proposed activity to your profession and your unit.

Submitting the Application

- Applications must be submitted and received by 5:00 p.m., Wednesday, January 26, 2022. Late applications may not be accepted.
- Applications must be submitted at: <https://go.uis.edu/CSACProfessionalDevelopment>
- Scanned electronic versions of the application will not be accepted.

Evaluation of the Application

- In general, applications will be evaluated based on the description of the activity and the statement of relevance. Please keep in mind that the Professional Development Committee can base funding decisions only on the information provided in your application. *Statements are required to be a minimum of 250 words or 1800 characters to provide the committee with enough information to make an informed decision.*
- We anticipate making a combination of awards at various levels of funding.
- Should members of the Professional Development committee apply for funding, they will not be allowed to evaluate, review, or be witness to the consideration of their application.

Award Recipients

- Funding decisions will be announced no later than Friday, January 28, 2022.
- Reimbursements or charges should occur no later than June 1, 2022.
- 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.
- Award recipients are required to submit a brief (one-page maximum) report about their activity. The report must be submitted to the csac@uis.edu within two weeks after the activity has been completed. This report is crucial for CSAC to justify future requests for professional development funds. Failure to do so will result in the employee being ineligible for future funding.
- Award recipients that use their funds for a subscription must provide a report on how the subscription has impacted their ability to better the mission of the University by May 31, 2022.
- 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 CSAC Professional Development Committee, at csac@uis.edu as soon as possible so the award can be reallocated. Failure to do so will result in the employee being ineligible for future funding. Awards will be reallocated only among the applicants in the initial pool. No new applications will be considered beyond the initial deadline date.

Deadline for Supervisors to approve the applications is 5:00 p.m., Wednesday, January 26, 2022.