Staff Development Award Application Instructions

The Staff Development Award Program is intended principally to assist in professional and personal development of individual(s) through funding for conferences, workshops, short courses, or other appropriate short-term experiences.

Pending availability, funds for the Staff Development Program will be awarded three times annually in January, May, and September. See the Staff Development Award Website for specific dates, http://staffcouncil.missouri.edu/awards/sdaward.html

Eligibility
Applicants must be full time (>75% FTE) permanent University of Missouri-Columbia campus staff members without academic appointment who have successfully completed six months of continuous employment with MU by the application deadline.

This award is intended for MU campus staff members; not UM System or Hospital employees. Eligibility can be verified by calling the Council office at 882-4269. Current MU Staff Advisory Council and Staff Development Award Program committee members are not eligible to participate while serving their term. Funds will not be provided for courses or registration deadlines that occur prior to the funds availability date.

What We Will Fund
A completed application form describing the project, purpose, timetable, and budget shall be submitted in accordance with published deadlines.

- One application per individual/group will be considered during any given round.
- An individual/group can receive only one funded proposal in any 12-month period.
- Applications submitted by a group must identify all members of the group and be signed by all.
- Individual awards not exceeding $3,500.
- Joint or group awards not exceeding $7,000.

Expenditures funded and reimbursement procedures must be in accordance with University regulations and consistent with approved budget. **Airfare, shuttle service, and conference registrations must be paid through the SAC office prior to the course or conference.**

What We Will Not Fund
Proposals eligible for Educational Assistance or Adult Education Assistance are not considered. For information regarding Educational Assistance or Adult Education, campus staff should call Human Resource Services at 882-2146; hospital staff should call 882-8186.

Full curriculum degree programs, whether at MU or elsewhere, are not eligible.

The following expenses will NOT be funded:

- speaker honoraria,
- certification exams,
- magazine/journal subscriptions,
- dues (including membership dues),
- books/materials not covered in registration fees,
- equipment.

Review Criteria
Proposal will be evaluated using the following criteria:

- Quality of proposal? (Is the proposal clear, coherent, specific?)
- Benefit to the applicant? (Will the individual(s) be enhanced professionally/personally?)
- Feasibility of request? (Is this accomplishable?)
- Conforms to stated criteria/procedures? (Is the applicant eligible?)
- Application deadline met? (Funding availability timeline?)
• Consistency of outcome? (Are benefits anticipated consistent with the stated purpose of the project?)
• Budget feasibility? (Is the budget justified, itemized, reasonable?)

Post-Award Requirements
Travel expenses such as hotel, meals, mileage, etc. are to be submitted to the SAC office as soon as possible upon return (no more than 30 days later) for reimbursement via direct deposit. For more information, contact the SAC office at 882-4269.

Successful applicants are required to submit a brief written report (approximately ½ page in length) summarizing the activity within 30 days following completion of the project. Failure to submit a report may disqualify future applications.

Application Contents
We receive from 50-75 applications each round. We usually have the funds for 10-15 proposals. It is very important that you supply all requested material with your application. Staff Development Award applications will be scanned and distributed to committee members electronically. DO NOT STAPLE.

Please use the official application for your proposal. This application form is included at the end of the instructions. All supporting material must be received and confirmed for application to be submitted to committee. Incomplete applications will not be eligible for award.

A sample application is available on the website.

Form Completion
Page 1 of the application is used to confirm eligibility of the applicant(s). It gathers contact information, assures supervisory approval, and confirms awareness of the required post award document. A separate page should be submitted for each applicant in a group.

Page 2 contains information about the course, class, convention, etc. that you hope to attend. There is no need to submit a letter asking the committee to consider the proposal. You will be making your case on the application. For group proposals, page 2 should be filled out ONCE for the entire group.

Question 1 says to attach a brochure or information from the conference/activity website. Do not provide any more than 2 pages.

The last line asks for the requested budget. This is the total amount requested. Do not list separate amounts for each member of a group. An itemized budget is also required. You MUST use the approved form provided by SAC.

Page 2 of the form will expand as you fill in your answers. Do not use any more than 2 pages for this section.

Budget Form
Registration/Conference Fee: Basic registration for attendance at the conference/event. Include 1 page documenting the registration fee. This can be from the brochure or website or an email from an official. Circle the applicable amount.

Other fees (e.g. workshops): Total of any additional fees or workshops in addition to the basic registration fee for attendance. Include 1 page documenting the other fees. This can be from the brochure or website or an email from an official. Circle the applicable amount.

Airfare: Total cost of airfare including any additional fees (i.e. baggage fees, etc.) Include 1 page documenting the airfare. This can be a page from a website such as Travelocity, Priceline, Expedia, etc. Only include the page with the price you list on the budget and circle that amount.

Travel Agency fee (enter number flying): All air travel is booked through Great Southern Travel Agency. If you are flying, include the number of people in the group in the “Travel agent fee” column. The total fee will be
calculated and automatically added to the “Line Total” column. No extra documentation is required for this line item.

**Ground transportation** (e.g. MoX): MoX is a known fixed cost. Applicants DO NOT need to supply a copy of the MoX price list.

**Personal vehicle mileage** (enter mileage - amount will be calculated): If you will be using a personal vehicle for any part of your trip, enter the total number of miles in the “Item Amount” column. The “Line Total” column will be automatically calculated using the current University mileage reimbursement rate (mileage to the airports should be based on the ‘lesser’ of ‘campus to destination’ or ‘home to destination’ based on MapQuest mileage). Include 1 page documenting the number of miles from campus to your destination.

**Airport parking**: If applicable. No extra documentation is required for this line item.

**Hotel/airport shuttle or taxi**: If applicable. Include 1 page documenting the estimated cost for this. Circle the number that is applicable.

**Lodging**, including applicable taxes: Total cost of lodging for entire trip. Contact the hotel for estimate of taxes. Include 1 page documenting the estimated cost for this. Circle the number that is applicable.

**Meal allowance**

Effective July 1, 2014 the University changed its per diem allowance for domestic overnight travel outside the state of Missouri to Contiguous United Stated (CONUS) rates as determined by the federal government. **BPM-505 Allowable Expenses has been updated to include this change.**

Here is a link to the Controller’s website with the email announcement regarding this change (https://uminfopoint.umsystem.edu/media/fa/controller/Meal_Per_Diem_Change.pdf). Please let me know if you have any other questions.

2. You are not eligible to be reimbursed for a meal if you have a meal that is provided as part of a conference or meeting or that someone else has paid for.

University considers the traveler eligible for meal reimbursements listed below on the first day (departure) and last day (return) of the trip:

- **Departure (first day of trip)** - is the time you leave your home or office to begin the trip
  - Breakfast - 6:00 a.m., Lunch - 11:00 a.m., Dinner - 7:00 p.m.

- **Return (last day of trip)** - is the time you return to your home or office to end the trip
  - Breakfast - 7:00 a.m., Lunch - 2:00 p.m., Dinner - 8:00 p.m.

No extra documentation is required for standard meal allowances.

**Other expenses** (itemize) as applicable. Include 1 page of documentation for all Other Expenses. Circle the applicable amounts.

**Summary of Page Limits**

<table>
<thead>
<tr>
<th>Item</th>
<th>Pages</th>
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<tbody>
<tr>
<td>Application Form – Page 1</td>
<td>1</td>
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<tr>
<td>Application Form – Page 2</td>
<td>2</td>
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<tr>
<td>Brochure/information from website</td>
<td>2</td>
</tr>
<tr>
<td>Estimated Budget Form</td>
<td>1</td>
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<tr>
<td>Documentation of Registration/Conference Fee</td>
<td>1</td>
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<td>Documentation of Other Fees</td>
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<td>Documentation of Airfare</td>
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<td>Documentation of Personal Vehicle Mileage</td>
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<td>Documentation of Hotel/airport shuttle or taxi</td>
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<tr>
<td>Documentation of Lodging</td>
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<td>Documentation of Other Expenses</td>
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</table>
This totals a maximum of 14 pages, but most application will be about 7-10 pages.

**Submission of Application**
Submit completed applications to the Staff Advisory Council Office one of two ways:

1. Through email to staffadvisorycouncil@missouri.edu
2. By campus mail to Staff Advisory Council Office, 27 Jesse Hall

Submission of application does not guarantee funding. If you have questions concerning the program, please contact the MU Staff Advisory Council Office, 882-4269.

If you can’t email your application and don’t have access to a printer, contact the SAC office (573-882-4269) for a hard copy of all necessary forms.
Staff Development Award Program
(Please read the entire application carefully;
Type your answer in the grey area - fields will expand as you type.)

Date of Application Type today’s date here

Applicant Name Type applicant name here

Applicant Title Type applicant’s job title here

Employee ID Number Type your EMPL ID number here

Campus Phone Number Type your campus phone number here

Campus Department/College/Division Type the campus department/college/division in which you work here

Campus Address Type your campus address here

Email address Type your University email address here

Title of Proposal Type the title of your proposal here

I understand winning applicants are required to submit a short report about their experience to the Staff Advisory Council within 30 days of the completion of their activity. Failure to file a report constitutes grounds for rejection of further applications by that individual or the individuals of the group for 5 years.

Applicant Signature __________________________ Date: ____________

If time away from work is required to participate in this course, the applicant shall be responsible for making arrangements in advance with his/her supervisor concerning such absence in accordance with University policy and regulations. My supervisor supports my taking this course, class, workshop, etc. for the dates noted below.

Supervisor’s name Type the name of the applicant's supervisor here

Supervisor’s signature of approval: __________________________

Have you ever received a Staff Development Award? ___ Yes  ___ No

If yes, please provide the name of your project and the year you received the award.

Type the name of the project here __________________________ Type the year it was awarded here __________________________

PLEASE NOTE: IF FUNDED, ALL AIR TRAVEL, SHUTTLE SERVICE AND COURSE OR CONFERENCE REGISTRATIONS ARE TO BE MADE THROUGH THE STAFF ADVISORY COUNCIL OFFICE. FAILURE TO DO SO WILL NEGATE YOUR AWARD. NO REIMBURSEMENTS WILL BE MADE FOR EXPENSES INCURRED BEFORE THE FUNDS AVAILABILITY DATE WITHOUT PRIOR APPROVAL OF THE SAC.
INFORMATION REGARDING THE PROPOSAL
1. Provide information on the course, class, workshop, etc.
   - Job Title: Provide your job title
   - Campus Department/College/Division: Type the campus department/college/division in which you work
   - Location: Provide the location of the course, class, workshop, etc.
   - Date(s): Provide the date(s) during which the course, class, workshop, etc. will run
   - Registration deadline: By what date must you register?
   - Attach a brochure or information from the conference/activity website. No more than 2 pages

2. Provide a brief description and purpose of this activity. Use this space to describe the purpose of the course, class, workshop, etc.

3. Explain how your participation in this activity will enhance your personal and/or professional development. Use this space to explain how the activity will help your personal and/or professional development

4. How might your participation in this activity benefit the University community? Use this space to explain how the activity may benefit the University community

5. Please complete and attach the ITEMIZED BUDGET FORM. Any expenses not included in or exceeding the proposed budget are the responsibility of the applicant.

   Total amount requested: $Type the total amount you are requesting here

   URL for conference/activity: Provide URL if you wish. This is not required. There is no guarantee that the reviewers will check the information on the website.
**Estimated Budget**

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<thead>
<tr>
<th>Staff Development Award Estimated Budget</th>
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<tbody>
<tr>
<td>Title of proposal:</td>
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<td>Item:</td>
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<td>Item Amount</td>
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<tr>
<td>Registration/Conference Fee*</td>
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<td>Other expenses* (itemize):</td>
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<td>Total request</td>
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Travel expenses will be paid per University policy.

*Asterisked items must be documented. See instructions.

**Notes:**