

**Office of the Chancellor and
Office of the Provost
Staff Professional Development Fund**

What is the Staff Professional Development Fund?

The Staff Professional Development Fund (SPDF) provides a source of funds for staff members to take advantage of professional development opportunities (including virtual events). The Office of the Chancellor and Provost provides up to \$75,000 per year in SPDF awards.

Who is eligible for the awards?

The SPDF support is limited to permanent, professional staff with appointments of 50% or more, who have been an employee for at least one fiscal year and not been awarded funds in the previous fiscal year (staff may receive one award in a two-year (July 1-June 30) period).

What expenses are eligible for reimbursement?

The award may be used for registration fees (in-person and virtual events), airfare, reimbursement travel & travel-related expenses (mileage, taxis, trains, airfare, tolls, parking, etc.), and meals/lodging.

What is asked of the units?

The SPDF is a supplemental fund and is not intended to be the only source of funding for professional development. It is expected that the units will share the cost of these professional development opportunities. A contribution matching the \$500 limit of the SPDF award is normally required of the applicant's unit.

What is the maximum amount to be awarded?

Individual awards will not exceed \$500 and will be awarded once in a 2-year (July 1-June 30) span. The first day of the event will determine the year.

Approval/Request for Funding

Funding approval will be based on the following criteria:

1. The application must be received a minimum of two weeks prior to the event taking place (start date will be used).
2. The applicant must demonstrate how the SPDF will enhance job performance.
3. The applicant must have an appointment of 50% or more.
4. The applicant must have been an employee for at least one fiscal year.
5. The applicant must not have been awarded funds in the previous fiscal year.

Request for funding process:

1. Applications for awards shall be submitted go.illinois.edu/SPDF
2. An IHR staff member will review applications based on the above criteria.
3. Applicants will receive an approval email with directions on how to proceed.
4. Upon completion of the professional development activity the department will be reimbursed to the amount approved with a transfer of funds when the department's business manager (or designee) will send an email which will include the state, ICR or gift C-FOAPAL for the expenses

relating to the applicant's conference/seminar, as directed by the approval email.

If there are any questions about the SPDF please contact Agatha Barnes, Illinois Human Resources, at 217-244-7471 or agathab@illinois.edu.

Application Instructions

A separate application must be submitted for each award request.

APPLICANT INFORMATION:

Eligibility & Requirements – Applicant must check mark this box, acknowledging they've read the requirements and are eligible.

Member group – Applicant marks the appropriate box.

Applicant's Name – Applicant enters First and Last name.

Electronic Mail Address - Enter the applicant's electronic mail address.

Conference/Professional Development Event Title – Enter the name of the event.

UIN – Enter the applicant's full University Identification Number.

Position Title – Enter the applicant's position title.

Sponsoring Department/Unit Name - Enter the name of the applicant's department or unit. In the case of a joint appointment, enter only the name of the department or unit that will be making a *matching contribution* for the trip and processing the travel vouchers.

Business Department Contact Name – Name of business person.

Business Department Contact Email – Email address of business contact.

CONFERENCE/SEMINAR INFORMATION:

Conference/Seminar Fiscal Year – Enter the fiscal year the workshop is taking place.

Sponsoring Organization(s) - Enter the name(s) of the sponsoring organization(s).

Start Date of Conference/Seminar - Enter the official start date of the conference/seminar.

End Date of Conference/Seminar – Enter the official end date of the conference/seminar.

Describe how the SPDF will be used to enhance job performance – Enter how attending this conference/seminar will be used to improve your job performance.

Verification of Conference/Seminar/ Dates – Attach documentation generated by the conference; items such as airline tickets and hotel bills will not be accepted as proof of dates.

Funding Plan – Attach a breakdown of estimated travel expenses.

Departmental Contribution - Enter amount department/unit is contributing.

College (or other) Contribution – Enter amount college (or other source) is contributing.

Personal Contribution – Enter amount of personal contribution.

Amount Requested from SPDF (\$500 is maximum limit) – Enter amount requesting from SPDF.