

Staff Development Grant

Awarded amounts must be utilized by the end of Fiscal Year 2024

Purpose

Staff development grants are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth. The maximum staff development grant award amount per application is three-hundred dollars (\$300). Awards may be used to supplement a departmental award or an award for an independent source. Solicitation of additional funds cannot conflict with the University's fundraising policies, procedures or goals.

Eligibility

- Must be a full-time staff member of TWU below the level of the University Cabinet for at least one full academic year
- Must not have received a staff development grant within the last year, priority consideration will be given to individuals who have not previously received a staff development grant
- Must not have given notice or be in the last year of service for TWU
- Grant funds cannot be used for tuition and fees for coursework affiliated with an institution of higher education, departmental away days; training and development that is not work related; travel or incidental expenses; past events; certification exams; recurring certification/license fees, membership fees for associations/ organizations or required training for an employee's position
- Expenditures associated with staff development grant awards must be completed by July 1st of the same fiscal year as the award date
- The awarding of a staff development grant should not create undue hardship for other university employees and should not unduly limit departmental responsibilities
- Award recipients will be asked to present on their professional development grant at a Staff Council meeting or write a brief explanation about their experience for the Staff Council website

Types of Grants

Staff development grants shall be divided into three types. Methods of delivery may include self-guided, face-to-face learning, and/or distance education.

Type I: Research

These awards are intended to broaden a staff person's skill or knowledge in a specific area of their particular discipline(s). These require a clearly defined project and objective which is appropriate to the staff member's job discipline. (Example: Books or journal subscriptions, purchase of software programs, etc.)

Type II: Creative and Applied

These awards are intended to allow a staff person's creative exploration in their particular discipline(s). These awards require a clearly defined project and objective which is appropriate to the staff member's job discipline. (Examples: Material or creative software for works of art, artifacts, compositions, productions, literary works, etc.)

Type III: Continuing Education

These awards require attendance and successful completion at a specific institute, seminar, course, or similar professionally relevant activity appropriate to the staff member's job discipline. (Examples: Continuing education credit for certification, webinars, seminars, workshops, etc.)

Application Process

Please complete the Staff Development Grant Application and have your immediate supervisor sign your application before submitting it.

Approval and Payment

Disbursement of grant awards will be paid for by Staff Council via P-card or a requisition. In order for approved development expenditures to be paid for by Staff Council, the employee or their department must submit detailed vendor and development cost information to the Chair of the TWU Staff Council Professional Development Committee 21 days in advance of the need for professional development activities or products.