Division of Academic Affairs
Staff Professional Development Grant AY 2016-2017
FREQUENTLY ASKED QUESTIONS

What kinds of things can these grants be used for?
- The grants can be used for a range of professional development activities. Examples include: attending a conference or workshop in your specialty, bringing a speaker or trainer to campus, purchasing a membership to a professional organization, sponsoring a staff retreat devoted to professional development, taking training on a particular software package, etc.
- The grants cannot be used to pay fees for classes offered at SJSU. They also cannot duplicate training currently offered through other campus means. See the following websites for already existing training resources.
  - Human Resources HR 101 Courses
  - eLearning through Skillport 8.0
  - Center for Faculty Development, Contact Elizabeth Tu for individually tailored training. CFD offers the following training for staff:
    - Google Suite
    - Accessibility
    - Creating websites and online portfolios

There are grants for individuals and grants for groups. Can I apply for both?
- Yes, you may apply for both. The limited amount of funding might mean that only one award is given however.

How are groups formed? Does it have to be just the people from my own department?
- No, a group doesn't need to consist only of members of the same department. They may come from any unit in the Division of Academic Affairs. If you find other people from different units that have the same need or interest, you can form a group.

How many people have to be in a group?
- A group is 3 or more people.

The announcement says that a report must be turned in within 30 days of completing the activity. Who writes that report?
- If the grant is for an individual, then the individual writes the report.
- If the grant is for a group, all members of the group are responsible for seeing that the report is submitted. The group should designate which member will write the report, and should then confirm it gets submitted.

Who decides whether the request is funded?
- A committee comprised of staff members will evaluate and rank the applications.

Who is supposed to sign the proposal form?
- If the grant is for an individual, the immediate supervisor signs and forwards to their MPP.

- In a college, for example, the immediate supervisor might be a department chair, who would sign and then forward to the Dean. Or the immediate supervisor might be the College Resource Analyst, who would sign and then forward to the Dean.
  - In an AVP unit, for example, the immediate supervisor might be an AVP, who would sign and then forward to the Deputy Provost.
- If the grant is for a group, each member of the group would get the signature of their immediate supervisor and MPP.

What happens if the conference I want to go to will cost more than the maximum $1500?
- The College/Department/Unit may be able to cover some additional costs. The Proposal form has a place to list any additional funding that might be available.

How is this program supported?
- This is one-time funding that the Provost committed to staff professional development.

If my proposal is approved, do I still have to request permission to travel?
- Yes. Being granted an award does not automatically include authorization to travel. Consult the Academic Affairs Travel Guide for procedures to request travel.
  http://www.sjsu.edu/provost/services/travel/