

UNC-Chapel Hill Professional Development Grant

The Employee Forum's Professional Development Grant provides permanent University of North Carolina at Chapel Hill employees additional funding to help cover professional development opportunities.

The grant covers work-related education and training and can be used for conferences, certificates, non-credit classes, or similar instructional opportunities. In other words, it covers anything related to or contributing to the professional skills of the individual employee and not already covered by other resources at the University. Specifically, the grant is designed for expenses incurred prior to the opportunity (e.g., registration, materials, travel) that an employee's department or other sources cannot cover. Courses for academic credit are not eligible for this grant but can be accessed through the University's tuition waiver benefit. However, books and application expenses related to academic courses are now eligible for grant support.

Full or part-time permanent SHRA or EHRA non-faculty employees are eligible for this grant. We encourage applicants to seek funding from departmental and/or unit sources, if available, prior to submitting this application. Additionally, there are a number of sources of university forms and sources of support such as [Educational Programs](#) through Benefits, [HR's Training offerings](#), and the [Janet B. Royster Memorial Staff Scholarship Fund](#). Please exhaust these other options before applying for the Professional Development Grant.

Application Criteria:

- Funding must be for individual benefit, relate to the employee's position, and meet a professional development purpose (not departmental).
- Applicant may not have received a Professional Development Grant from the Employee Forum nor the Janet B. Royster staff scholarship from the Staff Assembly for the same or a different opportunity in the year prior to application.
- Applicant must include their supervisor's name and email address. We do not need your supervisor's approval and we will not contact your supervisor unless the Professional Development Grant account is audited.
- Individual grants will not exceed \$500.
- Timely and complete application submission.

The application includes details about the opportunity, a budget of expenses, and answers to the three (3) following questions. (We recommend that you draft and save your answers in a Word document and then cut and paste the answers into the application when you are ready to submit it.)

1. *Describe how this professional development opportunity will enhance or complement your current position.*
2. *Describe how this professional development opportunity is relevant to your career aspirations.*
3. *Please describe university activities in which you have been involved in the last 12 months outside of your typical job duties.*

Please note: Professional Development Grants are no longer processed on a first-come, first-served basis. In order to ensure all university employees have an equal chance to apply for this funding opportunity, the Education and Career Development Committee will review and score applications based on applicant answers to the questions in the application.

DUE TO UNIVERSITY RESTRICTIONS RELATED TO COVID-19, PROFESSIONAL DEVELOPMENT GRANTS WILL NOT BE AWARDED DURING THE FALL 2020 APPLICATION CYCLE FOR TRAVEL OR OPPORTUNITIES THAT WOULD CONFLICT WITH CURRENT UNIVERSITY POLICIES.

Submission Guidelines:

- Only complete submissions will be considered.
- Online application submissions are strongly preferred. If you are unable to submit online, please use the following alternative:
 - Email a PDF copy of the completed application to employeeforum@unc.edu.
- Applications will only be accepted during the submission period as noted below.

Deadlines:

For the current submission period,

- Applicants may apply for funds before or during the professional development opportunity.
- Applications will be taken within the submission period (October 21-November 8, 2020).
- Applications will be reviewed by the Education and Career Development Committee during the review period (November 8-22, 2020).
- Applicants will be notified several days after the close of the review period (November 23, 2020)
- All funds granted during this submission period must be spent between November 1, 2020 and May 10, 2021 and must be reimbursed by May 10, 2021.
- Applicants who are not selected during this submission period may reapply for funds in the next submission period.

SUBMISSION PERIOD: October 21-November 8, 2020

REVIEW PERIOD: November 8-22, 2020

EXPECTED NOTIFICATION: November 23, 2020

FUNDING MUST BE REQUESTED FOR REIMBURSEMENT BY: May 10, 2021

*****If your professional development opportunity will occur after May 10, 2021, please do not apply in the current submission period. Instead, please apply for the next submission period. Additional details and specific deadlines about the next submission period will be shared on the website soon.*****

Requirements for Reimbursement:

- Receipts must be emailed to (employeeforum@unc.edu) within five (5) business days after the event. If submitting close to the end of the fiscal year, receipts must be turned in no later than May 10, 2021. If reimbursement materials are not submitted by May 10, 2021, Professional Development Grant funds are forfeited.

For questions concerning the application process, contact the Employee Forum at employeeforum@unc.edu.

UNC-Chapel Hill Professional Development Grant Application

Personal Information

First Name: _____

Middle Name: _____

Last Name: _____

Preferred Name (if different from above): _____

PID: _____

Position Title: _____

Department Name: _____

Department Number: _____

UNC Email Address: _____

Supervisor's Name*: _____

Supervisor's UNC Email Address*: _____

**We do not need your supervisor's approval, and we will not contact your supervisor unless the Professional Development Grant is audited.*

Have you received the Staff Assembly's Janet B. Royster Scholarship in the last twelve (12) months? (Circle one) Yes No

Event Details

Name of Program/Event: _____

Travel Destination (if applicable): _____

Beginning Date: _____ Ending Date: _____

