

## **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, international travel is restricted and will not be awarded during the fall 2021 application cycle. Applications for domestic travel will be considered.

### **Submission Guidelines:**

- Only complete submissions will be considered.
- Online application submissions are strongly preferred. If you are unable to submit online, please use one of the following alternatives:
  - Email a PDF copy of the completed application to [employeeforum@unc.edu](mailto:employeeforum@unc.edu)
  - Mail a hard copy of the completed application to Matt Banks in the Employee Forum office at 134 E. Franklin Street, Room 207, Campus Box 3488, Chapel Hill, NC 27599-3488.
  - Fax the completed application to Matt Bank's attention at 919.843.1843.
  - The PDF application can be found at <https://employeeforum.unc.edu/awards/professional-development-grants/>
- 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 (November 1-14, 2021).
- Applications will be reviewed by the Education and Career Development Committee during the review period (November 15-24, 2021).
- Applicants will be notified several days after the close of the review period (November 26 - December 1, 2021)
- All funds granted during this submission period must be spent between November 1, 2021 and May 10, 2022 and must be reimbursed by May 10, 2022.
- Applicants who are not selected during this submission period may reapply for funds in the next submission period.

SUBMISSION PERIOD: November 1-14, 2021

REVIEW PERIOD: November 15-24, 2021

EXPECTED NOTIFICATION: November 26 - December 1, 2021

FUNDING MUST BE REQUESTED FOR REIMBURSEMENT BY: May 10, 2022

**\*\*\*If your professional development opportunity will occur after May 10, 2022, 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:**

Reimbursement and/or travel arrangements will occur using the University's Concur travel system. Details about how to use this system will be provided to grant recipients.

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, 2022. If reimbursement materials are not submitted by May 10, 2022, 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:

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Middle Name:

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Last Name:

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Preferred Name (if different from above):

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PID:

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Position Title:

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Department Name:

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Department Number:

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UNC Email Address:

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Supervisor's Name\*:

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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 or the Employee Forum's Professional Development Grant in the last twelve (12) months? (Circle one) Yes                                  No

**Event Details**

Name of Program/Event:  
\_\_\_\_\_

Travel Destination (if applicable):  
\_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date:  
\_\_\_\_\_

**Budget Request**

Total cost of professional development opportunity: \$ \_\_\_\_\_

Total requested from the Employee Forum Professional Development Grant: \$ \_\_\_\_\_

**Application Questions**

1. Describe how this professional development opportunity will enhance or complement your current position. (250 words maximum)

2. Describe how this professional development opportunity is relevant to your career aspirations. (250 words maximum)

3. Please describe university activities in which you have been involved in the last 12 months outside of your typical job duties. (250 words maximum)

**I attest that everything included in the application is true and complete.**

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**Signature**

**Date** Bottom of Form

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