

UNH STAFF PROFESSIONAL DEVELOPMENT FUND (SPDF) INFORMATION, CHECKLIST, AND APPLICATION

SPDF INFORMATION

The Staff Professional Development Fund provides the opportunity, for benefited staff, to attain new skills or knowledge in a manner that will enhance a staff member's performance or eligibility for promotion and be of specific benefit to the department, college, university, and/or University System.

Such opportunities might include:

- In-person and online conferences, workshops, and seminars.
- Academic courses that your USNH Tuition Benefit may not cover.
- Travel and accommodation for off-campus courses, workshops, etc.
- Special projects, including but not limited to research and publication.

The maximum award is \$750.00.

Applications will be accepted three times a year:

Application Deadline	Application Deadline Information
June 1 st	Event/Activities occurring between July 1 st and June 30 th of the <i>upcoming</i> fiscal year.
October 1 st	Event/Activities occurring between Oct 1 st and June 30 th of <i>the current</i> fiscal year.
February 1 st	Event/Activities occurring between Feb 1 st and June 30 th of the <i>current</i> fiscal year.
Applications must be submitted <u>before</u> the event or activity is completed.	

Please note, applications will not be accepted for activities/events that have already taken place. This is due to the regulation timelines of submitting the reimbursement should you be awarded funds.

All applicants must be in a benefits-eligible UNH position for **at least (1) year prior** to the proposed professional development activity date.

Funds cannot be awarded to an applicant more than once per 24-month period. This is calculated from the first date of the activity for a previously awarded.

Documentation: Include all **estimated** expenses in the application: For example: registration fees, tuition, travel expenses, etc.

If awarded, applicants will be notified via email within four weeks of the deadline from HR.Communications@usnh.edu with confirmation and instructions for submitting the reimbursement.

IMPORTANT: The SPDF program is reimbursement **ONLY**. The funds are available after your activity/program is completed, not prior. Funds are not reimbursed to departmental budgets, including P-Card expenditures. All **claimed** expenses must have accompanying receipts. If your grant is approved, you will follow the rules set forth by UNH Travel and Expense policies for submitting a reimbursement. Funds are only provided to the employee AFTER the activity is concluded, NOT PRIOR. Details will be covered in the award letter for approved grant recipients.

Staff Professional Development Fund Example

Wild E. Cat wants to attend the annual Mascot Conference next March but paying for it himself would be a hardship. His department has agreed to contribute \$1000.00. (He follows department and Finance policies to use those departmental funds.) Wild E. applies for a Staff Professional Development Grant to help with the remaining costs.

- ✓ March: Wild E. hears everyone talking about how great the conference is and decides he wants to attend next year.
- ✓ June: Wild E. submits his grant application. (This is the earliest date he can apply because the conference will take place in the next fiscal year.)
- ✓ July: Wild E. gets confirmation that he will receive a \$500 grant
- ✓ August – February: Wild E. registers for the conference, makes hotel reservations, and purchases tickets for travel.
- ✓ March: Wild E. attends the conference. On returning, he submits his receipts for up to \$500.00 and receives reimbursement for those expenses.

If you have questions or need assistance, please contact HR.Communications@usnh.edu

SPDF CHECKLIST

- It has been at least 24 months since I last received approval and funding for an UNH SPDF.
- I understand that the grant committee can only make reimbursements to staff members, not to departments. After my activity is concluded, I can only be reimbursed for documented expenses I incurred.
- My grant application contains all required signatures.
- I have included in my email attachment all appropriate documentation summary, clearly identified dates, location, and content, for what I am requesting funding for.
- I have included in my email attachment all appropriate documentation regarding the estimated expenses. If claiming per diem and/or mileage, rates can be found at <https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-for-travel-references>.
- My application will be submitted to HR.Communications@usnh.edu via email as a PDF attachment by the application deadline.



STAFF PROFESSIONAL DEVELOPMENT FUND APPLICATION

Please submit a copy of this application and any supplemental documentation via email as a PDF attachment to HR.Communications@unh.edu.

Please provide the following information about yourself:

Applicant Name	
Email	
Staff Occupation Classification	<input type="checkbox"/> Extension Educator (EE) <input type="checkbox"/> Operating Staff (OS) <input type="checkbox"/> Professional, Administrative, Technical (PAT)
Position	
Department	
Supervisor Name and Position	
Years at UNH in Benefits Eligible Position	
Have you ever received an award from the UNH Staff Professional Development Fund? If yes, when?	

Please provide the following information about your professional development event/activity:

Name of Event/Activity	
Date(s) of Event/Activity	
Location(s) of Event/Activity	
URL Link to Event/Activity	
Requested Award Amount <i>(max \$750)</i>	
Estimated Total Cost of Activity	
Breakdown of Activity Costs <i>Such as cost for registration fee, tuition fee, travel expenses including hotel cost, other</i>	
Other Funding Sources (if applicable) <i>For example: department, personal, grant, other</i>	

Please see next page

In the space below (or as an attached document), provide the following:

Please describe your professional development activity, and how it relates to your professional development goals. How will this professional development activity benefit you, your department, and/or the University of New Hampshire?

By signing, the applicant and supervisor attest that the information provided in this application is complete, accurate, and true.

Applicant Signature:

Date:

Supervisor Signature:

Date: