



Professional Development Grants

GUIDELINES

1. This program provides grants to formal or informal professional staff groups, supporting classes, workshops, or presentations contributing to the professional or career-related development of UW professional staff members.
2. Staff associations or groups of three or more professional staff members must organize/sponsor the event. Staff members interested in individual scholarships should apply for one of the PSO Scholarships.
3. Awards of up to \$500 may be used for full or partial costs of the event, and are limited to one grant per applicant group per year, based on the four-quarter application cycle. Institutional or departmental financial support is highly encouraged, and will be taken into account in the review process.
4. Payment will be made to the organization sponsoring the event or, in the case of an honorarium, to the presenter/educator after receiving appropriate receipts and report, after the professional development activity has taken place, and within one month of receiving receipts or other proof of payment.
5. Organizers shall submit an event report to the PSO Scholarship and Grant Committee within one month of the event, which includes the following:
 - a. event advertisement sample
 - b. final number of people invited
 - c. final number of attendees
 - d. organization's or presenter's assessment of the event
 - e. attendee feedback/evaluation
6. Advertising materials, announcements, and all printed materials shall acknowledge the financial support of the UW Professional Staff Organization.
7. The program is competitive. The Scholarship and Grant Committee ranks applications according to the criteria below. Awards are made according to rankings, total amount budgeted, and total amount requested by the applicants for any particular quarter.

ELIGIBILITY CRITERIA

1. UW professional staff associations and groups are eligible to apply. In the case of an event not associated with a particular UW professional staff organization or group, the application will be considered if three or more UW professional staff employees organize/sponsor the event.
2. The event must contribute to the attendees' professional development.
3. The event must have broad appeal throughout the University.
4. UW Professional Staff must be invited to attend.



APPLICATION PROCEDURES

1. Applications will be accepted at any time but will be reviewed and awarded on a quarterly basis. Early application is encouraged to allow for yearly planning. The Scholarship and Grant Committee will respond within one month of the application deadline (see below).
2. Applicants must provide the following information via letter or email to the PSO Scholarship and Grant Committee, c/o Anne Doherty Renz, Box 354809, aed2@u.washington.edu:
 - a. Name of the organization/group/individuals organizing the event, including the name, telephone number, and email address of the event's contact person
 - b. Name and date of the event and an estimate of the number of participants/attendees
 - c. A description of the event with a statement outlining the benefits or relevance to the professional development of UW professional staff
 - d. An event budget, including registration or admission fee (if any), amount requested from PSO and an explanation of how it will be used, and a listing of any other sources of financial support for the event
 - e. A description of how the event will be publicized as well as a copy of the proposed advertising material, if available

If submitting via campus mail, include the original letter and 4 copies.

3. Application submission deadlines:

Autumn Quarter:	September 1
Winter Quarter:	December 20
Spring Quarter:	March 15
Summer Quarter:	June 1

(If a deadline falls on a Saturday, the actual deadline will be the preceding Friday. If the deadline date falls on a Sunday, the actual deadline will be the following Monday.)

Questions? Contact the PSO Scholarship and Grant Committee Chair:
Anne Doherty Renz, Box 354809, aed2@u.washington.edu, 685-2371.