



Kutztown University

APPLICATION GUIDELINES FOR INDIVIDUAL STUDY AND FUNDING FOR PROFESSIONAL CONFERENCES

In order for grant applicants to be given proper consideration by the Committee, applications should be received by Human Resources according to the timeline as shown below. Full-time and part-time managers not covered by any collective bargaining unit are eligible. Part-time managers are eligible for prorated funding based on status.

APPLICATIONS TIMELINE

Period	Application Start Dates		Submission Deadline	Response Date (approximately on)
	From	To		
Quarter 1	July 1	September 30	September 30	October 1 – 15
Quarter 2	October 1	December 31	December 31	January 1 – 15
Quarter 3	January 1	March 31	March 31	April 1 – 15
Quarter 4	April 1	June 30	June 1	June 8 – 22

Management Professional Development Committee

Associate Provost for Retention and Student Success (Chair)
Assistant Vice President for Human Resources
Deputy to the President: Compliance, Equity and Legal Affairs
Director University Relations

All Awards Are Contingent on Budgetary Allocations

Category I

INDIVIDUAL STUDY GRANTS

PURPOSE: Enable individual permanent full-time and part-time managers to enroll in a credit bearing course which is taken to improve the applicant's qualifications for her/his assigned professional responsibilities through paying required fees and/or tuition. Individual Study Grants are up to \$1,000 maximum for full time managers (grants for part-time managers will be prorated consistent with status) and are limited to **one grant per person, per fiscal year** (between Category I & Category II) not to exceed \$1,000 for Category I – Individual Study Grants and \$500 for Category II – Funding Assistance. Funds may also be available from other sources consistent with the Out-service Training process. **Attendance at professional conferences, noncredit courses, certifications, seminars, and workshops are NOT an eligible expense for a category I grant. Please apply for category II.**

Under this category, the grant will be disbursed on a reimbursement basis for academic courses. The individual must receive a grade of “C” or better for undergraduate courses or a grade of “B” or better for a graduate course.

All proposals must include the following information:

- A. Applicant's name and department
- B. Title of course and name of institution or sponsoring organization
- C. Dates of course
- D. Description of course including:
 1. Purpose (include comment on benefit to the University, improvement on the delivery of service, and professional skill enhancement)
 2. Brochure/ course outline and application copy. (if applicable)
- E. University check requisition form and grade report (Send your grade report to Human Resources when course is complete)
 1. Itemized cost statement
 2. Original receipt if prepaid
 3. Registration materials
 4. Approval of immediate supervisor and appropriate cabinet level supervisor

Apply at this link: <https://fs7.formsite.com/kutzuniv/KUPD/index.html>

(INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED.)

If, for any reason, changes need to be made to an approved grant, those changes must be approved by the MPDC prior to expenditures of any funds related to the altered grant.

If further assistance is necessary, please contact members of the Management Professional Development Committee.

Category II

FUNDING ASSISTANCE FOR PROFESSIONAL MEETINGS, NONCREDIT COURSES, CERTIFICATIONS, SEMINARS, AND WORKSHOPS

PURPOSE: Funding assistance for meetings whose sole or primary purpose is devoted to enhance professional skills or knowledge which is directly applicable to the participant's position at the university.

Funding Assistance Grants are up to \$500 maximum and limited to **one grant total per person, per fiscal year** (between Category I & Category II), not to exceed \$500 for Category II – Funding Assistance and \$1,000 for Category I – Individual Study Grant (eligible funding for part-time managers are prorated consistent with status).

A. Deadlines for “Funding Assistance” Applications and/or Requests

Applications or requests for Funding assistance should be submitted according to the timeline on page 1. Requests are processed in the order in which they are received.

B. All proposals must include the following information for Funding Assistance Grants

1. Explanation of the purpose of participation
 - a. Benefit to the University
 - b. Relationship to the delivery of service
 - c. Professional skill enhancement
2. University travel request form, check requisition form or a supporting document
 - a. Itemized costs
 - b. Approval signatures (immediate supervisor and cabinet level)
3. Indication of additional funding support (when appropriate)

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If further assistance is necessary, please contact members of the Management Professional Development Committee.