CALL FOR PROPOSALS

Program:
The Division of Academic Affairs is pleased to provide funding to support staff professional development related to enhancing employee effectiveness. Categories for which funds may be used for include, but is not limited to, training programs, conferences, relevant research projects, staff retreats, team building activities or an in-service training. Proposals will be reviewed by a Grant Proposal Review Committee comprised of staff from across the Division. Applicants will be notified of the decision by December 7, 2015.

Eligibility:
All CSU San Jose staff employees in the Academic Affairs Division with a minimum of 1 yr. of state service are eligible and invited to submit proposals, either individually or as a group. Students/student assistants and temporary employees are not eligible.

Deadline:
Signed proposals must be received in the Office of the Provost or by email to provost@sjsu.edu no later than 5:00 pm, Friday, November 13, 2015. Late proposals will not be accepted.

Budget:
The maximum grant amount is $1,500 for individuals and up to $5,000 for group proposals. Please be aware that due to limited funds, full funding is not guaranteed so departmental or college support is encouraged.

Criteria & Priority:
Staff professional development will be construed in the context of direct enhancement of employee effectiveness. The committee will consider potential for impact and relevance of the activity to the individual’s role and division’s priorities. Proposals will not be approved if comparable activities are provided by SJSU through Human Resources or other avenues (e.g. your dept./college).

Proposal Format:
Proposals must be typed and limited to no more than one page. Signature of the Chair/Supervisor is required for all individual proposals. Please include supporting documentation such as an invitation, brochure or webpage with description of the conference/class/activity.

Expenditures:
All funds must be expended by May 30, 2016. Funds will be transferred to the departmental account. Recipients who do not use the funding allocation should notify provost@sjsu.edu at 924-2400.

Professional Development Report:
Recipients are required to provide a written report regarding the benefit of the grant to their supervisor and the Provost Office (provost@sjsu.edu) within 30 days of the activity and no later than June 30, 2016. Reports may be posted on the Division website and newsletter. Failure to submit the report may affect future grant awards.

Questions: Consult the FAQ page at: http://www.sjsu.edu/provost/academic_plan/research/staff_grantFAQ/index.html
For further questions, contact Elna Green, 4-2450, or Jessica Larsen at 4-2400, provost@sjsu.edu

Attach supporting documentation regarding quotes, conference descriptions, class descriptions, etc.
Proposals due no later than 5:00 pm, Friday, November 13, 2015.
Awards will be announced by December 7.
Division of Academic Affairs  
Staff Professional Development Grant Proposal – Round 2  
July 1, 2015 – June 30, 2016

Name: ___________________________ Position: ___________________________
□ Exempt Employee  
□ Non-exempt Employee (If the activity you propose is outside of normal work hours, you will need to work with your supervisor and Appropriate Administrator (MPP) to arrange for an alternative work schedule.)

Department: _______________________ College/AVP Unit: _______________________

Phone #: __________________________ Email: ________________________________

This proposal for an/a:  □ Individual OR □ Group, Group Name: _______________________
(List all individuals in the group on the back or on a separate page)

Name and Description of Conference/Class/Activity (attach additional documents if necessary):
_________________________________________________________________________
_________________________________________________________________________
Date(s) of professional development activity or conference: ___________________________

Expected outcomes: ___________________________________________________________

Amount requested: _________________ Total cost/amount for this activity: _____________
Amount College/Dept contributing toward activity: _________________

What is your role in this activity (check all that apply):
□ Presenter □ Board member □ Volunteer
□ Participant □ Facilitator □ Other: ___________________________________________

Chair/Supervisor Name: _______________________________________________________

Signature: __________________________ Date: ______________

Dean/AVP Name: ________________________________

Signature: __________________________ Date: ______________

Please include the following information in your one page proposal:
• Name, position, and description of the professional development activity and/or conference.
• What knowledge and/or skills do you (or your department’s team) expect to gain?
• How will your participation contribute to employee effectiveness?
• How does this relate to your current position?
• How does this relate to the mission of your department, College, Vision 2017 and/or the Division’s priorities?
• How will you share the results of your experience with colleagues in the Division of Academic Affairs?
• How will the funds be allocated? Provide a detailed budget, e.g., registration, travel, airfare and/or car rental, lodging, meals, speaker, etc.