

TO: UIS Academic Professionals

FROM: Ashley Hall, Chair, APAC Professional Development Subcommittee

DATE: September 9, 2024

SUBJECT: Guidelines and Instructions for Applying for APAC Professional Development Funding for FY 2025

We are pleased to announce FY 2025 funding is available to assist Academic Professionals at UIS with professional development. Each Academic Professional employed at least 50% time may apply for up to \$1200 for use toward any aspect of professional development during FY 2025 (July 1, 2024 through June 30, 2025). Examples include subscription to a journal, conference and meeting registration, conference travel, workshops, and costs associated with a college course.

There will be one round of funding in FY 2025. All applications must be submitted through the Webtools form "UIS APAC Professional Development Funding Application - FY 2025", which can be accessed at <https://forms.uofi.uis.edu/sec/949369706>. Applications must be submitted no later than 11:59 p.m. on September 20, 2024. Prior to submitting your application, please carefully read the guidelines and instructions below. If you have questions, please contact Ashley Hall at ahall53@uis.edu (217) 206-8611.

Eligibility

- All UIS Academic Professionals employed at least 50% time are eligible to apply for funds.
- In most cases, the maximum funding is \$1000 per person.
- Requests for funding of up to \$1200 will be considered when the conference registration fee is \$600 or more. The committee will try to honor these requests while maintaining its philosophy of funding as many valid applications as possible, but the full amount of requests may not be awarded. Units or individuals should be prepared to cover the difference between the amount requested and actual awards.
- Awards must be spent between July 1, 2024 and June 30, 2025.
- Cost sharing is not required. However, if your unit is able to provide any level of funding toward the activity, please indicate this on the application and your detailed budget. In addition, if cost share is provided, your supervisor's signature is required.

Application Submission

- The UIS APAC Professional Development Funding Application - FY 2025 can be accessed through Webtools at <https://forms.uofi.uis.edu/sec/949369706>
- Academic professionals may only submit one application.
- All applicants must complete all budget entries in the webtools application. A Cost Share Certification Form with the applicant's supervisor's signature must be upload with the webtools application for all applicants who would be receiving cost share. (The APAC Professional Development Cost Share Certification Form can be found as an attachment in the email.)

- The applicant's supervisor's signature must be on the APAC Professional Development Funding Budget / Cost Share Certification Form if the applicant's unit is providing cost share.

Evaluation of the Application

- This application process is highly competitive. Unfortunately, due to a limited amount of funding we are unable to fund all applicants.
- Applications will be evaluated based on the activity description provided, the narrative explaining the relevancy of the activity and the nature of the professional development opportunity it offers, the detail and accuracy of the budget provided, and the receipt of prior funding.
- Please keep in mind that the APAC Professional Development Subcommittee can base funding decisions only on the information provided in your application. A one or two sentence statement generally will not provide the committee with enough information to make an informed decision.
- Technical training for a specific job-related task can be requested, but funding for broader professional development activities will be given preference.
- We anticipate making a combination of awards at various levels of funding.
- Preference for larger travel grants will likely be given to individuals who did not receive such awards in FY23 and FY24.

Award Recipients

- Funding decisions will be announced no later than the end of the day on October 1, 2024.
- Reimbursements must occur no later than June 30, 2025.
- Individuals receiving awards will be given instructions on collecting their funding.
- Funding will be reimbursed to a **state account provided by the APAC committee**. Detailed instructions will be included with the award announcements. **(Please note that this is a change from previous years).**
- Employees under Academic Affairs will need to have a supervisor approved Academic Affairs Travel Authorization Form a minimum of 30 days prior to travel. (The Academic Affairs Travel Authorization Form may be found at <https://www.uis.edu/academic-affairs/forms-and-links/academic-affairs-travel-requests>.)
- Award recipients are required to submit a brief (two-page maximum) report about their activity. The report must be submitted to the APAC Professional Development Subcommittee Chair within a four-week period after the activity has been completed. Individuals who do not submit their report in the stated timeframe will not be eligible for APAC Professional Development Funding next fiscal year.
- For various reasons, individuals occasionally need to decline an award once it is made. If an awardee must decline an award, he or she should contact the APAC Professional Development Subcommittee Chair (Ashley Hall at ahall53@uis.edu) as soon as possible so the award can be reallocated. Awards will be reallocated only among the applicants in the initial pool. No new applications will be considered beyond the initial deadline date.

**The deadline for submitting an application is
11:59 p.m. on Friday, September 20, 2024**