Drake University
Staff Development Grant

Purpose
The Drake University Staff Development Grant provides resources for Drake staff* to pursue professional development opportunities that will enhance the staff member’s performance consistent with the needs of the department and/or the university.

These opportunities may include off-campus conferences or workshops, on-line webinars or video training programs as well as non-credit classes such as those offered through community educational programs.

Eligibility
Full-time staff* employees are eligible to apply for this staff development grant, subject to approval and criteria below.

*For purposes of this policy, staff includes all non-faculty, non-bargaining employees of Drake University. Grant funded or ancillary programs are generally not eligible for staff development grants as those programs have dedicated funding for staff development unique to the needs of their programming. Faculty development-related questions and opportunities should be directed to the Provost’s Office.

Funding
Staff Development Grants are funded through Human Resources and are awarded continuously throughout the year, as resources allow. The maximum award is $800 per year. Upon receiving the grant, the recipient will not be eligible for a period of one year from the date of the grant award. Applicants who have not received awards are given priority over those who have received awards.

The funding available through the Staff Development Grant may be applied to program costs, conference or registration fees. Travel and other reimbursable expenses, consistent with the University Accounting policies, are the responsibility of the department. This program is intended as a complement to departmental professional development funds.

Note: The grant program is not intended for computer hardware, software, journals/books or individual memberships to associations or organizations.

Application Process
Employees must complete the Staff Development Grant Application and secure their manager’s approval and support for the grant application. A printed flyer, brochure or registration form that includes the registration amount and program details must be submitted with the application. Applications may be submitted at any time but at least thirty (30) days prior to the development event. In no circumstance will the grant program provide retroactive reimbursements.

In reviewing grant applications, managers should consider carefully the request in the context of the professional development goals of the employee and the operational needs of the department. The manager should also assess whether departmental support is possible and if travel is required whether the departmental budget can sustain travel expenses.
Once forwarded to Human Resources the application will be considered based on the following factors:

- Alignment between the grant application and the professional development goals of the employee as stated on the performance evaluation form and/or the Staff Development Grant Application.
- The extent to which the professional development opportunity is related to the applicant’s current position.
- Alignment between the goals of the grant application and the operational or strategic goals of the department and/or University.
- Available funding and whether alternatives exist for funding the conference/event or program.
- Previous applications and development opportunities
- Because departmental budgets include allocations for professional development for exempt employees, priority will be given to non-exempt employees requesting a development grants. This does not preclude an award in whole or in part for exempt employees.

Human Resources will either

- Grant the request in full;
- Grant the request but provide only a portion of funds requested; or
- Deny the request.

In the event of a denial or a partial award, Human Resources will provide an explanation based on the criteria listed above.

Communication, within five (5) business days of receipt in Human Resources, will be directed to applicant, applicant’s manager and office manager to alert each of the approval and planned transfer of funds. If awarded, the funds will be transferred to the department through a Journal-Voucher (J-V) process in Banner. This will allow for the applicant’s department to be responsible for providing the necessary payment information on the registration materials.

If approved, grants are only available so long as the employee remains a full time employee of the University through the date of the development opportunity for which the grant has been approved.

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