

**USNH – SYSTEM OFFICE  
STAFF PROFESSIONAL DEVELOPMENT GRANT PROGRAM  
GENERAL INFORMATION AND INSTRUCTIONS**

**GENERAL INFORMATION**

The Staff Professional Development Grant Program provides the opportunity to attain new skills or knowledge in a manner that will enhance a staff member's performance or eligibility for promotion, and be of specific benefit to the department and/or University System.

Such opportunities might include:

- Conferences, workshops, and seminars both on and off campus
- Academic courses not offered within the University System
- Travel for off campus courses, workshops, etc.
- Special projects including, but not limited to, research and publication
- Individual memberships to associations or organizations

This program is intended as a compliment to, not in lieu of, departmental development funds.

**GRANT CRITERIA**

1. All applicants must be in a benefits eligible position for at least 6 months to the date of the proposed Professional Development activity.
2. No more than one award per person per fiscal year, up to \$600.
3. The Committee will not fund individual requests for:
  - Computer hardware
  - Software
  - Journals/books
  - Certification required by your position
4. A follow-up written report (minimum of one typed page) must be submitted within two weeks after completion of the professional development activity to the Staff Professional Development Grant Program Administrator before any grant funding will be released.
5. Retroactive reimbursements may be considered at the next regularly scheduled Grant Committee meeting.
6. Written appeals of Committee decisions may be submitted within 30 days for Committee review.
7. If expenses exceed the award, the difference will not be covered by the Staff Professional Development Grant Fund.

## **GRANT APPLICATION INSTRUCTIONS**

Please complete the grant application and budget forms and submit one copy to:

Staff Professional Development Grant Program  
Attention: Carol Main  
USNH Purchasing & Contract Services  
11 Brook Way  
Durham, NH 03824

If you have any questions or need further information, please contact Grant Administrator or any of your OS/PAT USNH System Officer representatives for assistance.