APSAC Professional Development Grant

www.purdue.edu/apsac

A funding opportunity to support professional development activities for Purdue administrative/professional staff

General Information

Use of funds

Grant funds are to be used for professional educational activities, attendance at conferences, seminars, workshops, or for academic classes. The maximum grant is $750.

Application requirements

Incomplete or late applications will not be considered. Applications will be confidential and submission does not guarantee funding. The online application requires:

• Applicant information, including current job title and responsibilities
• Activity information, including date(s) and location
• Estimated funding information
• Brief description or list of anticipated activity expenditures
• Brief description of how the activity will enhance your professional development
• Supervisor contact information
• Applicant electronic signature (typing your name in the identified space is the electronic equivalent of a hand-written signature)

The application will be available for online submission via a link on the APSAC webpage: www.purdue.edu/apsac The beginning of the application period will be advertised through APSAC communication and Purdue Today and end with the following deadlines:

<table>
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<th>Grant Period</th>
<th>Deadline</th>
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<tr>
<td>Fall</td>
<td>October 1 — 5:00 p.m.</td>
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<tr>
<td>Spring</td>
<td>March 1 — 5:00 p.m.</td>
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Note: If deadlines fall on a weekend, the new deadline is 5:00 p.m. the following Monday.
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Guidelines

Eligibility

• A/P staff of .50 FTE or greater may receive an APSAC grant once every three years.
• Grants may fund a single event or supplement course work over a one-year period.
• The recipient must be a Purdue employee at the time of the development activity and reimbursement.
• Applicants must work on the West Lafayette campus or an affiliated extension office. Regional campus employees are not eligible.
• Costs incurred during the one-year grant period are eligible.
  — Spring grant is for professional development activity from January 1 to December 31
  — Fall grant is for professional development activity from July 1 to June 30
• A maximum of two employees per department may receive funding for the same development activity. The applications must be submitted separately.
• APSAC members are not eligible.

Expense Reimbursement

• Grant recipients must request reimbursement by completing sections A and C of the Payee Certification form and submit with applicable receipts and a brief description of how the award was used.
  Spring grant reimbursement requests due December 31.
  Fall grant reimbursement requests due June 30.
• The maximum grant is $750. The APSAC Professional Development subcommittee reserves the right to adjust award amounts to accommodate a larger number of qualified applicants.
• Taxes on expenses will not be reimbursed.
• It is the applicant’s responsibility to verify with the tax accountant in Accounting Services (765.494.7921 or e-mail tax@purdue.edu) whether the grant is taxable income.

Notification
A letter of notification will be sent approximately six weeks after the grant application deadline.

Questions
Questions about the grant application may be addressed to Carrie Hanson carrie@purdue.edu