

APSAC Professional Development Grant

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

General Information

Use of funds

Grant funds will be used for professional educational activities, attendance at conferences, seminars, workshops, or for academic classes.

Application requirements

Incomplete or late applications will not be considered. Submission of an application does not guarantee funding and will be confidential. Application (PDF) can be typed or handwritten. Complete and submit with all of the following:

- Applicant information
- Estimated funding and expenses information
- Brief description of your current job title and responsibilities
- Brief description of how the APSAC grant will be used
- Brief description of how the activity will enhance your professional development
- List of your previous professional development activities in the past two years and sources of funding
- Applicant signature
- Supervisor authorization

Completed applications must be received before:

<i>Grant Period</i>	<i>Deadline</i>
Fall	October 1 — 5:00 p.m.
Spring.....	March 1 — 5:00 p.m.

Note: If deadlines fall on a weekend, the new deadline is 5:00 p.m. the following Monday.

Submit your completed application or questions to:

Campus mail

APSAC
Human Resources
FREH

Off-campus mail

APSAC
401 S. Grant St.
West Lafayette, IN 47907-2024

E-mail

carrie@purdue.edu

FAX

Carrie Hanson
765.494.6138

Guidelines

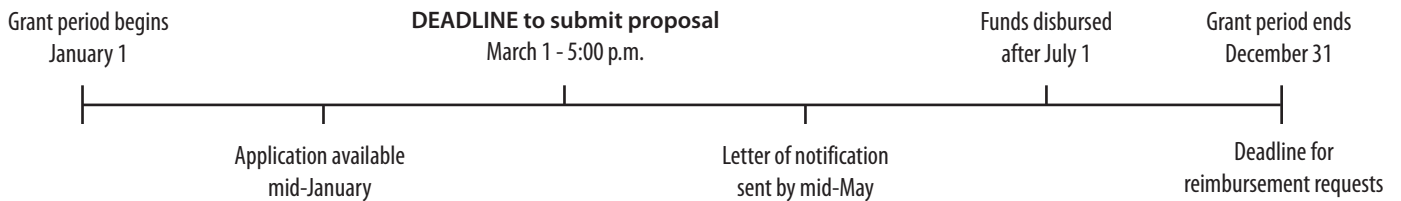


Eligibility

- 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.
- A maximum of two employees per department may receive funding for the same development activity. The applications must be submitted separately.
- APSAC Professional Development subcommittee members are ineligible.

Spring Grant Timeline

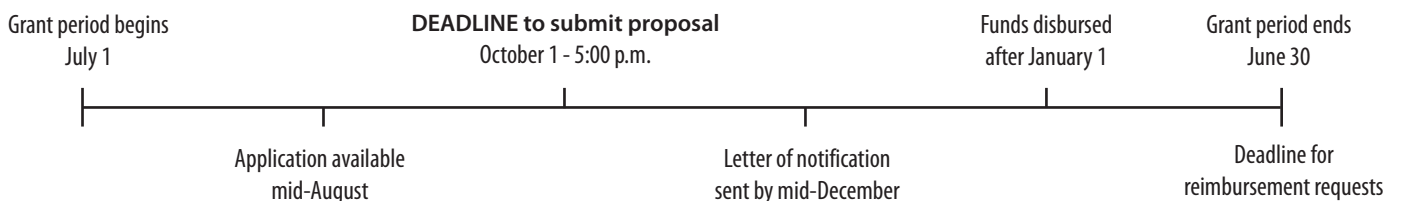
(covers professional development activity from January 1 to December 31)



Note: If deadlines fall on a weekend, the new deadline is 5:00 p.m. the following Monday.

Fall Grant Timeline

(covers professional development activity from July 1 to June 30)



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.
- 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.