

## **APSAC Professional Development Grant Review Process**

The Administrative & Professional Staff Advisory Committee (APSAC) awards professional development grants to Purdue management, professional and grandfathered OP Tech staff twice each year. Each fall and spring grant applications are accepted for a predetermined amount of time, typically around 30 days. Once the grant deadline is reached, all of the grant applications are reviewed by Human Resources (HR) to verify eligibility of the applicant. Employees who have received a grant in the last three years are not eligible. In addition, applicants must be at minimum .50 FTE and work at the West Lafayette campus or an affiliated extension office.

Once applicant eligibility has been determined, members of APSAC's Professional Development Subcommittee review every eligible grant application. In the event a member of the subcommittee works directly with or for an applicant, they waive their review of the applicant's submission.

Each application is reviewed based on four criteria:

- Professional Development Activity
- Funding/Expenditures
- Professional Development Enhancement
- Overall Impression

As a committee, no particular professional development activity is defined as preferred or best. Each member of the committee makes their own determination on the above factors, and scores the application accordingly. Who reviews the applications does change each year. Annually, approximately one third of the committee members rotate off and replacement members rotate on the committee.

After each member of the subcommittee reviews the grant applications, one member of the subcommittee averages the scores and meets with the committee to determine final funding amounts. Depending on the amount of money that is available, the top ranked applications receive funding until all available funding has been allocated. In an attempt to fund as many projects as possible, lower scored applications may receive a portion of funding requested. The amount of funding varies slightly for each grant cycle and is provided to the subcommittee at the time of application review.

Once award recipients are determined, the recipient is notified via email that they have been selected to receive the grant. This notification includes details on deadlines for use of the funds and instructions for submitting reimbursement claims.

The number of eligible applications greatly outweigh the number of grants that are funded. For example, in Spring 2019 the subcommittee reviewed 56 eligible applications and were able to award full/partial grants to 23 applicants. The grant amount awarded is no greater than \$750.00 per award. Applicants are eligible to reapply for an APSAC grant in the period that follows 3 years past when they last received an award. For example. A recipient of an APSAC grant in Fall 2019 would be eligible to apply again Spring 2023.

As applications increase, the Professional Development Subcommittee is working on ways to also increase the funds available for grant awards. Our goal is to provide as much funding as possible for A/P staff professional development activities.

In closing, we offer a few tips for staff when completing the grant application:

- Ensure your eligibility to receive a grant before applying.
- Complete application in its entirety, incomplete submissions will be dismissed.
- Clearly explain expenditures and other sources of funding.
- Explain the professional development activity in detail and how it will enhance your professional development.

For more detailed information on the application process, deadlines, and eligibility requirements, please see the [Grant Guidelines](#) document.

If you have additional questions, please contact the APSAC Professional Development Subcommittee at [APSAC-PD@purdue.edu](mailto:APSAC-PD@purdue.edu).