



## MaPSAC Professional Development Grant

[www.purdue.edu/apsac](http://www.purdue.edu/apsac)

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*A funding opportunity to support professional development activities for Purdue management/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 MaPSAC webpage: [www.purdue.edu/apsac](http://www.purdue.edu/apsac) The beginning of the application period will be advertised through MaPSAC communication and Purdue Today and end with the following deadlines:

<b>Grant Period</b>	<b>Deadline</b>
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.*

\*Based on the current COVID-19 environment, MaPSAC understands that professional development activities initially proposed may be changed, postponed, or otherwise altered to fit a new format or new event date. The Professional Development Subcommittee is sensitive to these modifications and will work with awardees to ensure they can utilize funding to support the proposed activity.

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### Guidelines

#### Eligibility

- A/P staff of .50 FTE or greater may receive an MaPSAC 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.
- Current MaPSAC members are not eligible.

#### Expense Reimbursement

- Grant recipients must request reimbursement by completing parts 1, 2, and 3 only A and C of the Substitute W-9 form and submit with applicable invoices/receipts.

Spring grant reimbursement requests due December 31.

Fall grant reimbursement requests due June 30.

- The maximum grant is \$750. The MaPSAC 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 (765.494.0521 or e-mail [tax@purdue.edu](mailto: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 [APSAC-PD@purdue.edu](mailto:APSAC-PD@purdue.edu)

Questions regarding expense reimbursement may be addressed to [carrie@purdue.edu](mailto:carrie@purdue.edu)