



## **Staff Enrichment Grant Guidelines**

### **PURPOSE:**

To provide funding for activities resulting in the enhancement of staff personnel within the college in the form of skills and knowledge that will, in turn, benefit the students, faculty and college.

### **POLICY:**

Insomuch as attendance at professional conferences, workshops and seminars maintains currency in respective areas of expertise, travel to and participation in professional development activities are encouraged and supported. However, in order that reasonable levels of support can be budgeted to cover all interested and eligible staff, the following guidelines are provided:

1. Limited funds are available and the college will attempt to support as many staff as possible within these guidelines. Eligibility is open to all full time staff within the college.
2. Activities should align with professional development that will support professional growth and skill development that will enhance the College and/or University. Activity Funding Examples:
  - a. Activities funded: conferences, workshops and seminars.
  - b. Activities NOT funded: recertification requirements.
3. In the case of professional travel, Staff Enrichment Grant requests cannot exceed the estimated total cost of travel.
4. The Dean reviews all applications on a regular basis, and the applicant is notified of the Dean's decision.
5. Scheduled vacation leave will not be required if the request is approved by the Dean. If the grant is denied by the Dean, the applicant may still attend if approved by their supervisor. \*In this instance, vacation leave must be scheduled.
6. Applications must be complete. See application guidelines under "Procedure" below.
7. INCOMPLETE requests will not be considered.
8. Maximum amount of funding is \$500 per staff member for the CHP fiscal year.

### **PROCEDURE:**

1. Submit application No later than 30 days in advance for consideration. A CHP Staff Enrichment Grant request may not be funded if the application is received less than 30 days prior to the scheduled activity.
2. Complete a Ferris State University "Request for Institutional Travel" through Concur.
3. Complete a CHP Staff Enrichment Grant Application. Applications are available on the CHP Share Drive under "Forms".
  - ❑ 'Reason for Travel,' as listed on the application, the applicant must specify how the activity will be of value resulting in the enhancement of a staff person's skills and knowledge that will, in turn, benefit the students, faculty and college.
  - ❑ Documentation of the conference or workshop (brochure or flyer, etc.) should be attached with the application.
  - ❑ All line items must be completed.

- Supervisor signature
4. Attach above and submit to staff member's direct supervisor:
- Completed Request for Institutional Travel
  - Completed CHP Staff Enrichment Grant Application.
  - Documented information regarding travel (refer to item #3 above)
5. Reminder: INCOMPLETE requests will not be considered.

Revised: August 6<sup>th</sup>, 2018



# FERRIS STATE UNIVERSITY

## COLLEGE OF HEALTH PROFESSIONS

### CHP STAFF ENRICHMENT GRANT APPLICATION

APPLICANT NAME:	DEPARTMENT AND PROGRAM:
TITLE OF ACTIVITY:	
LOCATION OF ACTIVITY:	DATES OF ACTIVITY:
<b>REASON FOR TRAVEL:</b> How will this enhance your professional skills/knowledge, or benefit your position and college? (Continue on back or separate sheet, if necessary.):	

COSTS:		FUNDING:	
Private Vehicle		CHP Staff Enrichment Grant Request	
University Vehicle			
Airfare			
Registration Fee			
Hotel Lodging			
Meals			
Airport Parking			
Other (specify) Car Rental			
<b>TOTAL COSTS</b>		<b>TOTAL FUNDING</b>	

**APPROVAL**

Applicant Signature	Date	Supervisor Signature	Date
CHP Awards Committee Signature	Date	Dean, College of Health Professions	Date
Amount Granted CHP Staff Enrichment Grant	\$	<b>Amount Paid (Actual cost) – CHP Staff Enrichment Grant</b>	\$