

**College of Arts and Sciences**  
**University of West Georgia**  
*Staff Professional Development Grant Program*

**GENERAL INFORMATION**

The Staff Professional Development Grant Program provides the opportunity for COAS staff members to attain new skills or knowledge in a manner that will enhance a staff member's performance or eligibility for promotion and be of specific benefit to the department, university, and/or university system.

Opportunities for professional development might include:

- Conferences, workshops and seminars, both on and off campus
- Travel and accommodations for off campus courses, workshops, etc.
- Special projects, including but not limited to research and publication

**GRANT CRITERIA**

- All applicants must be in a benefits-eligible staff position in the College of Arts & Sciences at the University of West Georgia for at least one year prior to applying for the grant.
- No more than one grant will be awarded per person during a twelve-month period. This is calculated from the date of notification of the previous grant.
- Grant applicants must submit a complete application with all required materials. Incomplete applications will not be considered.
- The grant will not be awarded to fund training that cannot be correlated to the enhancement of the staff member's performance within their current position.
- Funds must be spent by April 15th of the fiscal year in which the grant was awarded or the recipient will forfeit the grant. All unused and forfeited funds will be returned to the Committee to fund further staff professional development activities. If expenses exceed the award, the difference will not be covered by the grant.
- Written appeals of committee decisions may be considered within thirty (30) days of committee action.
- Grant recipients must submit a report identifying how the grant was spent and how the project impacted the staff member's work performance. Grant recipients will also be

required to share, at an informal session for all staff hosted by COAS, the knowledge and skills developed through the use of the grant within six months of grant activity.

### **GRANT APPLICATION PROCESS**

- Grant applicants must submit a completed application with supporting documentation as described below and in the grant application.
- Application must include documentation of *ALL projected expenses*. Include copies of transportation costs, reservation receipts, program fees and other associated fees/expenses. Do *not* calculate expenses for meals that are included in conference registrations. All rules, regulations, and procedures governing purchasing and travel funded by the university will be applicable to the expenditure of grant funds.

Direct all questions to the COAS Staff Advisory Committee at [StaffAdvCOAS@westga.edu](mailto:StaffAdvCOAS@westga.edu).