

## Staff Development Award Application

The purpose of the USC Upstate Staff Development Award Fund is to promote staff productivity through training, education and service. To this end, the Committee for the Staff Development Award bi-annually recommends the awarding of internal funds from the Staff Development Award fund.

The fiscal year of the Staff Development Award runs from July 1 to June 30. **Bi-annual deadlines for application submission are June 15 and November 15.** Deadlines will be strictly observed.

### Eligibility and Awards

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Full-time staff who have worked for at least one year are eligible for a maximum of \$250 per year for eligible trainings, conferences and education.

### Staff Development Award Criteria (Please address these in your narrative)

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- Successful applications include a concise narrative with clear organization and a clearly-defined statement of purpose, goals, and objectives. **Limited to 250 words.**
- Successful applications support institutional goals and objectives and/or contribute to the unit or university community.
- Successful applications demonstrate the potential to contribute to the individual's professional/educational development.
- Any other university funding for educational and training awarded to the staff member during the current fiscal year of the application must be included with the Development Award application.

### Eligible Projects

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The main purpose of Staff Development Award funding is to support individual staff members in their professional and/or educational development.

### Mandatory Final Report and Reimbursement Deadlines

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- All **travel expenditures** must be submitted within **thirty (30) days** of travel.
- A short written **Final Report** with final budget totals (form included below) is due electronically to the Staff Development Award Committee chair within **thirty (30) days** of the conclusion of the project/activity/university course.
- While receiving the award, **the recipient is expected to earn a grade of "C" or better for a course or turn in a certificate of completion for the training or conference.** Should this condition not be met, the amount of the award must be repaid to the fund within the next semester.
- Recipients of Staff Development Award funds who fail to complete reports on time or who fail to notify the committee of the cancellation of a trip within 30 days after the scheduled trip, **will result in a loss of funding for the next fiscal year.** Appeals to the Staff Development Award Committee will be decided based on their merits.

### Policies

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1. Only complete applications will be considered.
2. A final report and all receipts must be submitted before a staff member can be eligible for a new Staff Development Award.
3. Observe all reporting and reimbursement deadlines above.
4. The University of South Carolina system limits some expenses. Please consult the following table:

| ALLOWABLE EXPENSES  | EXCLUDED EXPENSES  |
|---|--|
| <ul style="list-style-type: none"> <li>• conference or institute registration</li> <li>• accommodations and lodging for travel over 50 miles one way (list fees/day)</li> <li>• transportation (airline, baggage fees, parking, and ground transportation) or, if driving, MapQuest printout with beginning and ending destinations at state mileage rates posted at <a href="http://sam.research.sc.edu/guidetravel.html">http://sam.research.sc.edu/guidetravel.html</a> *</li> <li>• per diem (see in state, out of state, and international allowances at <a href="http://sam.research.sc.edu/guidetravel.html">http://sam.research.sc.edu/guidetravel.html</a>)</li> <li>• equipment plus sales tax</li> <li>• educational materials plus sales tax</li> </ul> | <ul style="list-style-type: none"> <li>• membership dues</li> <li>• special conference meals or entertainment not included in registration fees</li> <li>• student travel</li> <li>• retroactive expenses</li> <li>• research expenses in connection with a staff member's degree requirements</li> <li>• textbook writing for financial gain</li> <li>• air travel at rates above economy class</li> <li>• rental car fees are not funded in addition to air travel without detailed justification</li> </ul> |

**\*NOTE:** University policy, [BUSF 1.00](#), “encourages air carrier for travel in excess of 500 miles round trip. However, if a personal vehicle is used for travel in excess of 500 miles round trip, the University will pay mileage or economy airfare—whichever is less.” If airfare is the most economical means of transportation but the traveler chooses to drive, reimbursement for mileage will be made up to the quoted cost of the airfare, parking, baggage and ground transportation (i.e., taxi, rental car). Justification is required.

## Staff Development Award Application Checklist

The applicant should submit to the Staff Development Award chair, Ellen Towler (CLC 224), the **original** proposal packet containing the following items in the order listed below.

**Initial each checklist item signifying that you have read and understand the Staff Development Award application process. This is page 1 of your application.**

| INITIAL<br>HERE | ITEM   | DETAILS   |
|-----------------|--|---|
|                 | Application Signature Page   | Include signatures of applicant; [appropriate division chair, if applicable]  |
|                 | Travel Authorization (TA) (if applicable)  | Include an original USC Travel Authorization (TA) form for any applications requiring travel.   |
|                 | Brief Project Narrative  | <b>Limit 250 words.</b> Include type of activity, dates, location, and total requested in first line. Offer evidence of the ways the proposal fits the eligible projects criteria in research, teaching, or service. (See attached example).  |
|                 | Itemized Budget  | List details of expenses for accommodations (fee/day), registration, transportation, per diem, equipment, student salaries, and other costs. Please round the requested amount to the nearest dollar. (See attached example.)   |
|                 | Documentation of participation in the proposed conference/training/ educational course | Include conference abstract and/or conference program or educational course. Conference applications or educational courses cannot be considered without notification of pre- or post-payment.  |
|                 | Documentation of All Budget Expenses   | Include receipts or fee statements for the following: <ul style="list-style-type: none"> <li>- Course Materials and Tuition/Fees</li> <li>- Registration Fee</li> <li>- Hotel Fees (plus taxes)</li> <li>- Estimated/Actual Transportation Costs (airline, baggage fees, parking and ground transportation. Or, if driving, web map printout with beginning and ending destinations)</li> <li>- Other expenses (i.e., poster materials, equipment)</li> </ul>           |
|                 | Acknowledge Development Award Requirements   | A final report <u>must</u> be submitted before a staff member can be eligible for a new Staff Development Award. Failure to submit a final report within 30 days will result in loss of funding <b><u>for the next fiscal year</u></b> . Reimbursements <b><u>must</u></b> be made within 30 days of travel or the funds will be returned to the Staff Development Award budget. These measures prevent the loss of Staff Development Award funds due to unused awards. |

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Print Name of Applicant

Signature of Applicant

Date

**STAFF DEVELOPMENT AWARD APPLICATION SIGNATURE PAGE**

Submit one original of the completed Staff Development Award Application to the Staff Development Award chair

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Title of Project/Activity/University Course, include Conference Name and Location (if applicable)

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Date of Project/Activity/ University Course  
Completion

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Inclusive Dates of Travel  
(if applicable)

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Applicant Name

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Applicant Position

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Applicant Signature

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Date

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Date Received

**Approvals:**

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Chair, Staff Development Award Committee

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Date

## **Brief Project Narrative (max. 250 words):**

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(CREATE YOUR NARRATIVE)

Offer evidence of the ways the proposal fits the eligible projects criteria in research, teaching, and/or service (see above). To be considered for funding, the applicant must submit the following:

1. a description of the activity, including dates, location and the amount requested in the first line
2. the procedures/methodologies used
3. the expected result and further direction and, if applicable, strategies for assessment of the project's results (e.g., in activities to enhance pedagogy)
4. Applicants who are presenting at conferences should substantiate the significance of the conference in relationship to their discipline and to their own professional development.

### SAMPLE NARRATIVE:

I am requesting \$250.00 to reimburse the costs of printing and presenting a poster entitled "Effective Development Award Writing" at the 89<sup>th</sup> Annual Meeting of The International Development Award Writing Conference to be held June 1-3, 2016 at the Sparkle City Convention Center, Sparkle City, NM. This conference is the most significant meeting of scholars in my discipline and offers an opportunity to network with others in my Development Award writing field. My own presentation is part of ongoing research in non-profit administration and will contribute to a manuscript in progress. Supporting documentation of paper acceptance, conference registration, and other costs are provided below.

Or

I am requesting \$150 for the primary textbook *Sparkle City: A History* required by History U491: *A History of Sparkle City* during Spring Semester, 2015. I am taking this course to further my education in my major field of history.

## Itemized Budget:

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*(DELETE INSTRUCTIONS AND MAKE REVISIONS TO THE SAMPLE BUDGET TABLE BELOW)*

The proposal must include a **detailed itemized budget**, rounded to nearest dollar. Each item, such as each piece of equipment should be **justified briefly here** as to its use in the described budget. Documentation in the form of receipts, fee statements, or price quotes must follow.

### SAMPLE ITEMIZED BUDGET:

| Expense   | Costs  |
|---|--|
| Textbooks and/or course materials   | 0  |
| Tuition and/or fees for a University course   | 0  |
| Registration Fee (less \$50 for included society membership and \$25 for additional business lunch) | \$155  |
| Airfare *current Expedia estimate for economy class   | \$435  |
| Mileage (list actual mileage and rate which equals total)   | \$57   |
| Baggage: \$25 each way  | \$50   |
| Airport parking 4 * \$5/day   | \$20   |
| Taxis & Local Transportation estimate: airport shuttle \$20 roundtrip and taxis                     | \$60   |
| Meals: 3 days out of state per diem at \$32/day and one day dinner only at \$12                     | \$108  |
| Lodging: at Conference Hotel rate including estimated taxes: 3*110 + tax                            | \$375  |
| Items that need to be purchased (including printing)  | \$99   |
| Total (rounded to nearest dollar)   | \$1359.00 ( <i>RIGHT CLICK, SELECT "UPDATE FIELD" TO CALCULATE TOTAL</i> ) |
| Amount provided by Department   | -\$500   |
| Amount Requested from Staff Development Award: \$250  | \$859  |

## Documentation:

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*(CHANGE THIS LIST AS NECESSARY FOR YOUR APPLICATION)*

Please see documentation enclosed, including the following:

- conference abstract
- notification of acceptance
- registration fee form or conference Web page listing fees
- airfare (estimate or actual)
- mileage (if applicable)
- baggage fees for your airline, hotel fees, etc.
- educational/course materials, e.g., books

**STAFF DEVELOPMENT AWARD FINAL REPORT FORM  
TO BE SUBMITTED 30 DAYS AFTER COMPLETION**

A short written report is due to the Staff Development Award Committee chair within thirty (30) days of the conclusion of the project/activity. All recipients of Staff Development Awards are required to submit an electronic copy of the final report to the Staff Development Award Committee chair within 30 days of the recipient's return from a trip or the end of an educational course.

As a reminder, while receiving the award, **the recipient is expected to earn a grade of "C" or better for a course or turn in a certificate of completion for the training or conference.** Should this condition not be met, the amount of the award must be repaid to the Fund within the next semester. Failure to submit **a final report** or failure to notify the committee of the cancellation of a trip within 30 days after the scheduled trip, will result in loss of funding for the next fiscal year. Appeals to the Committee will be decided based on their merits.

Staff are not eligible for a new Development Award until a final report is submitted and reimbursement is underway.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Date Due:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

Amount of Staff Development Award Received: \_\_\_\_\_

Amount of Reimbursement (if less than Amount Awarded): \_\_\_\_\_

**Provide a Brief Narrative of the Outcomes of the Staff Development Award Project.**