



## Staff Professional Development Grant

Spring 2024

The UNC School of Medicine Staff Professional Development Grant is being offered to invest in the professional development of the school's talented and dedicated staff. We strongly encourage staff to apply, and requests will be reviewed by committee and grant awardees will be notified in February.

**Who is eligible:** Permanent, full or part-time SHRA or EHRA Non-Faculty UNC employees are eligible for this grant. Temporary employees (including Postdocs) and employees classified as faculty are not eligible for these grant funds.

**What the grant covers:** The grant covers professional education and training and can be used for credit and non-credit courses, conferences, certificate programs or similar instructional opportunities. In other words, it covers anything related to or contributing to professional skills of the individual employee and not already covered by other resources at the University. Specifically, the grant is designed for expenses incurred (including registration, materials, travel) that an employee's department or other sources cannot cover. Memberships are only covered when the total cost of participation is less than the cost without membership.

**What are examples of programs approved in the past?** In Spring 2023, tuition reimbursements were approved up to \$5,000 for a degree program after University tuition reimbursement waiver benefit or other scholarships were applied; courses to prepare for certification such as SPHR, Research Administration, Project Management; professional conferences such as AAMC, NCURA, other research or other professional society conferences; professional training workshops, leadership workshops, facilitation workshops, RLI, data visualization courses, grant writing courses, and more.

**Tuition reimbursement considerations:** Spring courses for academic credit not covered through the [University's tuition waiver benefit](#) or current department commitments are eligible if:

- You are currently enrolled or plan to enroll in a degree program or academic (for-credit) course provided by an accredited community college, college, or university for the Spring 2024 semester.
- You meet the eligibility requirements to receive reimbursement for the semester as outlined in the [UNC Educational Assistance Program](#), as reimbursement will need to be requested through that program using the chartfield code we will provide.
- Any scholarships or benefits must be applied to the cost first; gap may be filled by grant funds.
- Book expenses may be reimbursed outside the Education Assistance Program reimbursement process.

**Funding from other sources:** If you receive funding through your department or through another grant program or scholarships (such as the University Employee Forum professional development grant, the NRP Professional Development Award), you must deduct that amount and note that support in your application.

## Application Criteria

- You must meet the employment eligibility requirements outlined.
- Funding must be for individual benefit and meet a professional development purpose.
- The application must include details about the opportunity, a budget of expenses, and an answer to the following question: Describe how this professional development opportunity is relevant to your current position or your career aspirations. (500-word limit)
  - We recommend that you:
    - Compile your budget of expenses (registration fees, airfare, lodging, ground transportation, etc.) before you start the application.
    - Draft and save your essay in a Word document and then cut and paste the answers into the application when you are ready to submit it.

In order to ensure all eligible SOM employees have an equal chance to apply for this funding opportunity, the Committee will review and score applications based on applicant answers; requests received by the Committee may be accepted and funded, accepted and partially funded, or denied if not eligible or grant funds have been depleted.

## Application Submission Guidelines

- Only complete submissions will be considered.
- Only one development opportunity will be considered (e.g., one conference, one course).
- Online application submissions are required. If you are unable to submit through the online application, please contact [martha\\_modlin@med.unc.edu](mailto:martha_modlin@med.unc.edu).
- Applications will only be accepted during the submission period as noted below.
- Application can be found online at:  
[https://unc.az1.qualtrics.com/jfe/form/SV\\_b3ZQrzSPSbdcTe6](https://unc.az1.qualtrics.com/jfe/form/SV_b3ZQrzSPSbdcTe6)

## Deadlines for 2024:

- **Applications will be taken within the submission period (December 15, 2023 – January 12, 2024, 11:59pm) only.**
  - Applicants may apply for funds for professional development activities that are **completed by June 30, 2024**. (e.g. a conference scheduled in July will not be eligible, even if some expenses are incurred before the deadline)
  - Applicants will be notified by February 9 on the status of their request.
  - All funds, if granted, must be spent between January 1, 2024 and June 30, 2024.
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