



# **Staff Professional Development Grants 2025**

# Staff Professional Development Grants

- **Program expanded year-round**

- Two application cycles
- 1 award per fiscal year (exception tuition reimbursement)
- Tuition reimbursement, conference/travel, certifications, training programs eligible.

## Spring 2025

Application open: Dec 9 – Jan 3  
Award Letter by end of January  
For activities Jan – Jun (complete June 30)

## Summer/Winter 2025

Application open: May 1 – May 15  
Award Letter by June  
For activities Jul 2025 – Jan 2026



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# Frequently Asked Questions



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**Who is eligible?**

- Permanent, full or part-time SHRA or EHRA Non-Faculty UNC SOM employees in good standing.

Not sure? Your pay group can be found on your last pay stub at the top

*(Not eligible for this program)*

- Faculty (there are similar programs offered)
- UNC Health employees (there are similar programs offered)
- Student SHRA employee classifications
- Temporary classifications (this includes post doc)



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**What kind of programs are covered?**

# Tuition Reimbursement

- For-credit courses pursuing an undergraduate or graduate degree during the grant period (Spring 2025, Summer/Fall 2025).
- Funds will cover costs **AFTER** all tuition waiver benefits and any other scholarships have been applied.
- Books and course fees **ARE** covered. Application fees are **NOT** covered.
- Must follow steps as outlined in the University's Education Assistance Program. The award letter will provide a checklist of forms/steps needed to seek reimbursement.
- Up to \$5,000 will be covered (this will cover costs for most programs)

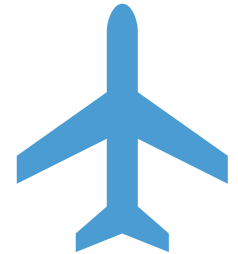


# Travel to Conferences/Programs

Grants awarded for travel to conferences or programs following University guidelines.

Some examples of conferences in 2024:

- NCURA
- AAMC
- Other research and professional society conferences



Must submit through Concur. For those new to University travel, this may require some assistance and an application for a T&E card for hotel expenses.

International Travel may be approved in rare cases, and only if the applicant is the primary or first author on an accepted presentation and within University international travel policies.



# Other Programs: Certification, Skills Development, and more

*How can you be better at what you do?*

- Certification programs (SPHR, research administration, project management...)
- Leadership workshops
- Bootcamps to learn/improve a skill
- Facilitation workshops
- Relational Leadership Institute (RLI)
- Data visualization courses
- Grant writing courses



# Ask your supervisor

Your supervisor or others in your department may also be able to advise on programming that may give you a better understanding of our work or specific skills that may be beneficial in your career journey.



# Tips: the application

## READ THE GRANT APPLICATION INFORMATION FIRST!



### Staff Professional Development Grant 2025

New: Two Application Cycles Now Available

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 that can make an immediate impact in an employee's current role. It 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 2024, 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:** 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 or Summer/Fall 2025 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.

# Tips: the application

If you are applying for a travel award, pull together your estimates prior to starting the application



# Tell us more about your development opportunity

Name of Program/Event

Please share the link to conference/program information if available

## Select type of program/event

Credit-earning degree program (tuition reimbursement)

Certification Preparation Course &/or Exam Fees

Program or Conference that includes travel expenses (transportation, hotel, etc)

Program or Conference that does not include travel expenses (registration fees)

Non-credit Professional Development Program (leadership program, bootcamp, etc)

Other

Travel Destination (if applicable)

Beginning Date

Ending Date

For travel requests (you'll use this info for budget in Concur too)

## Budget Request

Please detail your expected expenses; this budget and university travel policies will be used to determine the amount of your award.

LODGING: Total number of nights/hotel (enter "0" if no hotel stay planned)

LODGING: Total cost of hotel stay (enter "0" if no hotel stay planned)

AIRFARE: Total cost - Airfare, airline fees, taxes, etc.

GROUND TRANSPORTATION: Car Rental, Taxi/Uber/Lyft, etc.

MEALS: Estimate total per diem costs based on travel location (per diem x number of days)

[More info here](#)

REGISTRATION FEES



MEMBERSHIP FEES

(only reimbursable if  
cost of membership  
lowers total cost of  
the conference or  
program)

MILEAGE if using a  
personal vehicle;  
calculate  $\$.65 \times$  total  
roundtrip mileage to  
provide estimate

TOTAL ESTIMATED  
COST (please  
calculate and enter)

Enter "0" in fields you are not using (for  
example, mileage if not applicable)

# Budget for non-travel programs

List all costs associated with the the professional development opportunity



Usually program registration fees; for tuition reimbursement include tuition (less scholarships) and book costs.

# Accountable Plan – Concur Consideration

- IRS Accountable Plan went into effect January 1, 2024.
- Submit business expenses within 60 days.
- Reimbursements will not be granted if >180 days after expense is incurred.
- [Accountable Plan Notice Effective Jan. 1, 2024](#)

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### News

- Naming Conventions for Vouchers without Unique Invoice Numbers
- Tango Card: Additional Training Sessions Scheduled
- Accountable Plan Notice Effective Jan. 1, 2024
- TSERS Retirement Rate Change effective July 1, 2023
- Southwest Airlines Fall Promotion – Enter Sept. 18 through Oct. 20

### Accountable Plan Notice Effective Jan. 1, 2024

October 10, 2023

To: Campus Unit Finance Leads, University Business Managers  
From: Manali Bettendorf, University Controller; Beau Jimmerson, Chief Procurement Officer; Jen Clark, Accounts Payables and Vendor Services; Rebecca Spanos, Travel and Payment Card Services; Walter Miller, Director of Payroll Services

#### Summary

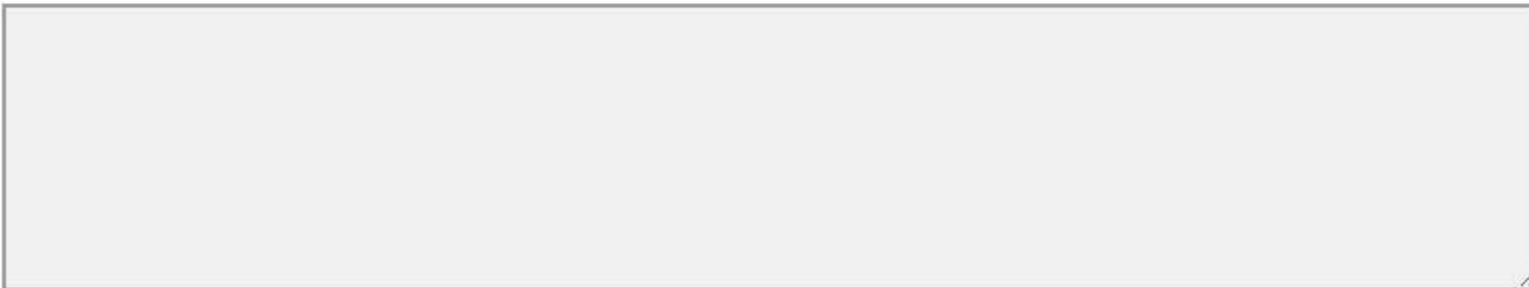
The University is updating its enforcement of the IRS Accountable Plan **effective Jan. 1, 2024**. An accountable plan allows an employer to reimburse employees on a nontaxable basis when certain requirements are met. Accountable plan rules are detailed in Section 62(c) of the Internal Revenue Code.

Please encourage staff and employees to substantiate business expenses within 60 days or amounts may be taxable. **No reimbursements will be granted if submission is more than 180 days after expense is incurred.**

Policy and procedure updates are coming soon.

## Essay Question

How does this opportunity relate to your current position, AND, how will this opportunity advance your professional goals?  
(Maximum 500 words)



### Tips:

- Create in word first, then, cut and paste into your application
- Take your time and edit - the committee will be using this to evaluate your request.
- Tell the committee about yourself and reflect on how this program will help you advance your professional goals, and, helps you in your current position.

# Examples of requests that have not been approved

- Application submitted by employee type that is not eligible to receive this grant.
- Items that are not specifically tied to a course or program (books, software)
- Memberships (unless we can document that a membership decreases the total cost of the program)
- Subscriptions
- Conferences that are sponsored and promoted by vendors and may be denied under the vendors relations policy.



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**Do I get a check for the  
amount of the award?**

# Funds through department prepayment or reimbursement

- Your award letter will provide more information.
- For non-travel, non-tuition programs, **we recommend that the department pay for your program using P-card** (we'll provide the code to cover the department's expense)
- For tuition and travel expenses, your department will process the actual cost of your reimbursement, and we will offer a code they can use to cover the costs.
- Only actual costs that meet University policies for reimbursement and have a receipt will be reimbursed

# Important Dates

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- Application open **December 9, 2024 – January 3, 2025 (11:59pm)**. Late applications will not be considered.
  - Award letters sent by end of January
  - For programs January 1 – June 30, 2025

**Don't rush – all applications will be reviewed together after the application closes. No priority is given to applications received earlier.**





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**Questions?**

**Email:**

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