Northern Illinois University
Faculty Development and Instructional Design Center

Call for Proposals for January 1 – June 30, 2009
Supportive Professional Staff Development Grants

Description: Faculty Development and Instructional Design Center, with the support of Human Resource Services at NIU, offers a number of grants of up to $1,000 each to eligible Supportive Professional Staff. These grants are awarded to individuals interested in pursuing development opportunities that will benefit them in their professional growth as well as their units and NIU.

Deadline for submission: Five (5) copies (the signed original and four copies) of each proposal including the proposal cover sheet and accompanying letters of support and other relevant documents must be submitted to the SPS Awards Committee, Faculty Development and Instructional Design Center, Northern Illinois University by Friday, November 14, 2008 for activities proposed for January 1 – June 30, 2009.

Eligibility Criteria: To be considered for one of these grants, candidates must have completed a minimum of two years of at least half-time employment as Supportive Professional Staff at NIU and should have demonstrated an interest in professional growth supporting the instructional, research, or service functions of the university. SPS who plan to retire in the year following the funding period are not eligible to apply. Proposals can be submitted by individual SPS or jointly by a group of SPS. Academic or support units can submit proposals for arranging programs (not already available at NIU) that benefit a large group of SPS in their units or several units. But more than one application from the same unit for the same development activity will not be considered. Each application can be only for a maximum of $1,000 during a fiscal year and the awarded funds must be spent by June 30, 2009. Commitment of cash or in-kind matching support from the applicant’s unit is encouraged, but not required. Actual number of grants and amounts awarded may depend on budget allocations to the Center for the fiscal year during which the grants are awarded. The proposal guidelines, a sample proposal, and slides explaining the grant are at http://www.niu.edu/facdev/grants/spsdgrant.shtml

Proposal: Proposals should include a written description of the following sections not exceeding five (5) printed or typed pages (single or double-spaced in 12-point or higher typeface with 1-inch margins) in length, excluding attachments, letters of support, and other relevant information.

Proposal cover sheet (explained in the next page).

Description of Activities: Provide a brief description of the proposed development activities, including the need, objectives, and explanation of why the proposed activities require funding through this grant, and how they are related to your short term and long-term professional goals.

Benefits of Proposed Activities: List the benefits of proposed activities to your unit or NIU and explain how these benefits will be measured and reported back to faculty development and your unit.

Schedule of Activities: List the activities and the timeline for completing the activities. This can include activities for which funding is requested from this grant and also the activities related to meeting the overall objectives of the proposed development effort.

Proposed Budget: Provide an itemized budget in dollars explaining items such as registration or workshop fees and travel expenses. Attach a copy of brochures or informational materials about the proposed development activities indicating registration costs or fees.

Letter of Support: Include a letter of support from your supervisor indicating his/her support for your development activities and the potential benefits of your activities to your unit.
**Other Requirements:** Within 60 days after the completion of the proposed development activities, grant recipients are required to submit through an online form, a written report of their activities supported by the grant and the extent to which the grant objectives were met.

Grant funds can be used only for registration fees and travel expenses for arranging training programs at NIU or attending conferences or workshops (which could be offered as part of a conference) to learn or improve job-related skills or for career redirection. Grant funds cannot be used for personnel salaries, presenting papers at conferences or attending routine or annual professional meetings, attending programs already available at NIU or same programs for which a grant was awarded to the applicant before, purchasing materials, society membership fees, tuition fees for taking courses at other institutions or completing a degree, providing professional service, etc. Applicants awarded SPS grants during a year may receive lower priority for the following year. More than one grant application from a unit will not be funded for the same development activity as grant recipients are expected to share their new learning with their colleagues and their units. Checks or advances cannot be issued directly to grant recipients for the awarded grant amount. In some cases, grant requests may be partially funded due to budget constraints and other considerations. Applicants are strongly recommended to discuss their proposal ideas with their supervisors before preparing their proposals.

**Proposal Cover Sheet:** The following information must be prepared on a separate page and attached as cover sheet to each copy of the proposal (five copies of all the documents must be submitted):

Northern Illinois University
Faculty Development and Instructional Design Center
SPS Development Grant Application

Applicant’s Name:___________________________________________________________
Department/Division:_________________________________________________________ 
Title:______________________________________________________________________
Office Telephone:______________ Office Fax:_____________ E-mail:_________________
Title of Proposed Activity:_____________________________________________________
Years of NIU Service:__________  Percent Time Employee at NIU:____________________
Abstract of the Proposed Activity (not more than 5 lines):
Time Frame for Completing the Activity (from/to):___________________________________
Dates of faculty development funding during the past 3 years:__________________________
Applicant’s signature:____________________Date:____________________
Supervisor’s signature:____________________Date:____________________

**Attachments** (check five copies of all items below attached):

- Proposal organized under the sections as indicated in the guidelines
- Letter of support from applicant’s supervisor
- Copy of brochure describing details of the workshop or training program applicant plans to attend and the associated costs