

Code: P-014
Date: April 22, 1981
Approved: Jon Wefald
Revised: January 28, 1983
Approved: Greg Diemer
Revised: August 1, 1991
Approved: Gary DeCramer
Revised: July 26, 1994
Approved: Doug Sweetland
Revised: September 1, 2010
Approved: David C. Danahar
Revised: September 2016
Approved: Connie J. Gores

Southwest Minnesota State University

Policy and Procedure

Professional Improvement Funds Administrative and Service Unit

These funds shall be grants for the purpose of professional improvement, ASF Member development, staff training, and similar kinds of development programs for Members. All ASF members shall be eligible to receive grants from these funds upon application submitted to and approved by the SMSU President or his/her designee. The SMSU President shall approve such applications as recommended by the ASF Professional Improvement Fund (PIF) Committee if he/she deems the proposed professional improvement or development activities to be in the best interest of the University in improving the job related skills and competence of the ASF Member. The SMSU President shall approve the exact amount of each grant on the basis of the availability of funds and the award recommendations of the Professional Improvement Fund (PIF) Committee.

Application Cycle

There will be four funding cycles per fiscal year. Each cycle will have available 25% of the available funds plus any funds not awarded from the previous cycle.

The award dates will be July 1, October 1, January 7 and April 1. Deadlines for application will be on the 15th of the month prior to the award date. Should these dates fall on a weekend, the deadline should be the previous Friday.

There will be four rounds of funding each fiscal year starting with the July 1 award date:

<u>Application Deadlines</u>	<u>Award Date</u>	<u>% of Funds to be Awarded</u>
1 st June 15	July 1	25%
2 nd September 15	October 1	25%
3 rd December 15	January 7	25%
4 th March 15	April 1	25%

Information on the guidelines and funding cycles for PIF grants should be distributed to all ASF Members by the beginning of the academic year.

Grant Application Process

1. Obtain application material online at:
<http://www.smsu.edu/Administration/Msuaasf/form76.cfm>
or by contacting the President's designee, the Credential Evaluator.
2. Completed applications are submitted to the Credential Evaluator.
3. The ASF PIF Committee will be composed of three ASF members; appointed for a 3-year term by the local ASF president or the ASF president's designee. These three will constitute the voting membership. The chairperson for the committee will be the ASF 2nd Vice President. The Chair will call the meetings and conduct the business but will not be a voting member. The committee members shall be fully eligible to apply for PIF Grants, but will abstain from participating to that particular cycle of deliberations. The Chairperson will obtain an alternate for that round.
4. The process of administering the PIF grants should remain with the President's Office or the President's designee. The President's designee will serve as a non-voting, support member of the committee. Recommendation of the ASF PIF Committee will be forwarded by the President's designee to the SMSU President for his/her approval.
5. The SMSU President's approval of recommended awards will be communicated to applicants by the President's designee. The President's decision not to approve recommendations will be forwarded with rationale to the committee. The committee will seek to clarify objections or to make alternate recommendations.

Criteria for Awarding Grants

1. The Grant process seeks to support projects that enhance the administrative and service faculty's professional competence while giving support to the mission of the University.
2. All ASF employees shall be eligible to apply for Professional Improvement Funds. Preference will be given to employees who have been in a ASF position for at least 6 months.
3. Retroactive requests will be accepted under truly extenuating circumstances although funding preference will be given to non-retroactive applications. Depending on the number and amount of applications during any particular round of funding, retroactive applications may not be funded at all.
4. There should be no limit on the number of grants any ASF member may receive, but special consideration should be given to a member who has not received an award in the previous academic year.
5. PIF grants should not be awarded to fund Minnesota State System or SMSU mandated activities, conferences, seminars, etc.
6. Grant recipients are required to submit a Grant Report and may be asked to share their project outcomes in a seminar.

**Southwest Minnesota State University
Administrative and Service Faculty Improvement
Grant Agreement**

Name _____ Date _____
Area _____

You have been selected as the recipient of an Administrative and Service Faculty Improvement Grant for the period of _____ in the amount of \$ _____. In accepting this grant, you must agree to certain conditions set forth by Southwest Minnesota State University. These include the following:

1. That you will pursue a program of self-improvement as follows:

2. That you will return to this University for at least one year after the completion of the program for which this grant has been awarded. *This provision does not apply if you are subject to retrenchment or are on a temporary appointment.*

3. In case you breach this agreement and do not return to this University, the money that has been paid to you in the form of the grant will be returned to Southwest Minnesota State University. The money is due and payable on the date you decide not to return.

4. If, during the grant period, you decide not to return to this University, no grant payments will be disbursed to you from the date of the decision, and the grant money which you have received during that period will become due and payable as provided in condition three above.

5. That if, for any reason, you do not pursue the program as outlined above, the money that has been paid to you in the form of the grant will be returned to Southwest Minnesota State University.

University Authorization by: Name _____
Title _____ Date _____

Grant Recipient: I hereby agree to the conditions of this Administrative and Service Faculty Improvement Grant as set forth by Minnesota State System Board of Trustees.

Name _____
Title _____ Date _____

Signature of Notification: _____ Date _____
Immediate Supervisor

Vice President Date _____

Southwest Minnesota State University
Administrative and Service Faculty Improvement Grant
Cost Certification
Fiscal Year _____

Grant Recipient _____ **Grant Period** _____

Area _____

Grant Program:

- a. ___ Improvement of Administrative Services
- b. ___ Personal/Professional Development
- c. ___ Degree Completion
- d. ___ Institutional relationships to the community
- e. ___ Certification Requirements

Nature of Cost:

- a. ___ Stipend payment
- b. ___ Travel and Subsistence Reimbursement
- c. ___ Replacement Salary

Cost Detail:

Stipend Payment

___ First ½ payment Amount \$ _____
___ Second ½ payment Amount \$ _____
___ TOTAL PAYMENT Amount \$ _____

Travel and Subsistence Reimbursement

Attach copy of expense report form (MSA 21) Amount \$ _____

Replacement Salary:

Personal Information:

Name _____ Rank _____ Salary _____

Length of Appointment _____ Percent time (1.00, .75, etc.) _____

Payroll Information:

<u>Payroll Period</u>	<u>Abstract No.</u>	<u>Amount</u>	<u>Cumulative Amount</u>
		\$	\$

Prepared by _____ **Date** _____

Signatures of Notification: _____ **Date** _____
Immediate Supervisor

_____ **Date** _____
Vice President

**Southwest Minnesota State University
Administrative and Service Faculty Improvement
Grant Report**

Information regarding use of Administrative and Service Faculty Improvement Grant for Southwest Minnesota State University and Minnesota State System *(to be completed, in duplicate, by Grant Recipient and returned to the President's designee, the Credential Evaluator)*.

Name _____ Date _____

Administrative and Service Faculty Improvement Grant Amount \$ _____

College, University or Place attended: _____

Dates of Attendance _____

Credits Earned (semester/quarter hrs.) _____

Projects or studies undertaken:

Out-come *(publications, papers, etc.)*

Comments:

The monies awarded to me were spent in accordance with the proposal that I prepared and with any modifications imposed on that proposal by the committee. This does not imply that I expended the money to the exact amount as budgeted, but rather that the intent of my proposal and my budget was maintained.

Signature – Grant Recipient

Date

Signatures of Notification:

Immediate Supervisor

Date

Vice President

Date