



UNIVERSITY OF WISCONSIN-WHITewater
ACADEMIC STAFF PROFESSIONAL
DEVELOPMENT GRANT REQUEST FOR
BUDGET / AWARD MODIFICATION

Academic Staff Development Grant recipients must contact Denise Ehlen, Director of the Office of Research and Sponsored Programs (ehlend@uww.edu, 262-472-5212) to discuss a Request for a Budget / Award Modification. If the Director and/or Academic Staff Professional Development Committee determine a Request is appropriate, the recipient must submit a "Request for a Budget / Award Modification."

The modified project must adhere to all guidelines, terms, and conditions of the original Request for Proposals. If an applicant is proposing a significant change in the scope of work, the Request for a Budget / Award Modification must provide a detailed justification.

Modified budgets must adhere to the following guidelines:

Funds may be used for:

- The professional training and development of current academic staff.
- Fees and tuition for UW System or non-UW System institution courses or for registration fees for workshops, seminars, institutes, etc. The applicant must justify and document the need for training.
- The purchase of required books and supplies for courses or workshops if it can be demonstrated to the Committee that these materials would have substantial use to others who have not participated in this training/development activity.
- Travel, housing, meals, and other expenses related to the project, which can be expended before the 1st of June. Proposals requesting travel support must conform to all campus and System policies and procedures. ***Travel Expense Reports submitted after the 1st of June will not be reimbursed.***
- Fees for speakers brought to campus to provide presentations or workshops to academic staff with broad campus impact. The primary focus of the event/activity must be the training/professional development of non-instructional and/or instructional academic staff. Faculty and/or students may be included, as appropriate, as long as the primary focus of the activity is compatible with the goals and objectives of the University of the University of Wisconsin-Whitewater Academic Staff Professional Development Grant Program (as described on pages one and two of the guidelines).
- Summer stipends of \$1,000 (maximum). The summer stipend will be paid on the 1st of July for work occurring between the date of the award and 1 June 2007 (and may include "overload"). *The application must clearly identify time and effort to be devoted to the project. Applicants will be required to provide documentation certifying time and effort during the post-award phase of the project.*

Funds may NOT be used for:

- Proposals where the primary purpose is the completion of a terminal degree.
- Professional meetings **UNLESS** it can be clearly demonstrated that such a project will provide an intensive educational experience or a formal presentation will be made.
- Membership in a professional association.
- Leave for formal study leading to a degree.
- Campus activities/events that do not focus primarily on the professional development/training of non-instructional and/or instructional academic staff.
- Any expenses expended after the 1st of June.

Changes in the budget / award level, expenditure lines, and/or scope of work do not impact reporting requirements outlined in the original Request for Proposals.

The Request for Budget / Award modification may be submitted electronically or via hard copy to Denise Ehlen, Director of Research and Sponsored Programs, 2237 Andersen Library, University of Wisconsin-Whitewater, e-mail: ehlend@uww.edu, fax: 262-472-5214. Questions regarding the request should also be directed to Ms. Ehlen (telephone: 262-472-5212).

APPLICANT		DEPARTMENT	
PROJECT TITLE			
ORIGINAL AWARDS\$		REVISED AWARDS\$ IF APPLICABLE	
ORSP DIRECTOR CERTIFICATION	<input type="checkbox"/> The Committee will consider a Request for a Budget / Award Modification <input type="checkbox"/> The Committee is unable to consider a Request for a Budget / Award Modification		ORSP DIRECTOR SIGNATURE/DATE

**REQUEST FOR ACADEMIC STAFF PROFESSIONAL DEVELOPMENT GRANT
BUDGET / AWARD MODIFICATION**

BUDGET CATEGORY	ITEMIZATION/EXPLANATION	AMOUNT
SALARIES AND WAGES <i>(includes student help and academic staff summer stipends)</i>		
		\$
		\$
		\$
SUBTOTAL		\$
SERVICE AND SUPPLIES <i>(include conference registration fees, books, etc.)</i>		
		\$
		\$
SUBTOTAL		\$
TRAVEL <i>(All travel costs must conform to campus and System regulations. Contact x5785 with questions.)</i> <i>Academic Staff Professional Development Grant funds may only be requested to support costs that can be expended <u>before</u> June 1st...</i>		
Transportation		\$
Lodging (include # of nights)		\$
Meals (include # of days)		\$
SUBTOTAL		\$
OTHER—EXPLAIN <i>(Attach supporting documentation for "other costs.")</i>		
		\$
		\$
SUBTOTAL		\$
GRAND TOTAL		\$

<p>Provide a detailed justification / rationale for all changes to the original project scope of work and/or budget. Attach additional pages as/if necessary.</p>	
<p>List all attachments</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

Submit the original budget/award modification to

Denise Ehlen, Office of Research and Sponsored Programs
 2237 Andersen, Telephone: 262.472.5212, e-mail: ehlend@uww.edu