



## Engage and Learn Grant Program FAQ

### Am I eligible to apply?

#### Who is Eligible?

Participation in the program shall be available to UGA employees who work at least 75% time, are benefits-eligible and who have successfully completed at least six months of employment in a benefits-eligible position as of the date of the grant application deadline.

- An applicant must be a current staff member at the time of the application.
- An applicant must be a current staff member at the time the proposed professional development activity occurs.
- Grant recipients may receive funding once every two years.
- Be in good standing with no active disciplinary actions.

#### Who is NOT Eligible?

- Faculty, students, temporary employees, retirees, and other non-staff University affiliates are not eligible for assistance.

#### There are grants for individuals and grants for groups. Can I apply for both?

Yes, you may apply for both; however, the limited amount of funding might mean that only one award is given.

#### How are groups formed? Does it have to be just the people from my own department?

No, a group doesn't need to consist only of members of the same department. They may come from any unit at UGA. If you find other people from different units that have the same need or interest, you can form a group.

### Are there any tips for applying?

- It is suggested that you type out your proposal prior to completing the application. Text can then be pasted into the Purpose of Request field.
- If you have supporting documentation (suggested for budget support, conference or program details, etc.), you will need to ensure that you have a single file or single zip file ready for uploading when applying online.
- You will need the name and email address for both your supervisor and unit's business/financial contact. These are only used in notification and processing of your award and not during the review process.
- [Online application submissions](#) are strongly preferred. If you are unable to submit online, please see the "Can I apply on paper" section.

### When should I submit my application?

There are two application periods per year.

- **For the application process:**
- All applications received between September and February will be reviewed and awarded by the end of March. **Application Deadline is 11:59 p.m. EST February 28.**
- All applications received between March and August will be reviewed and awarded by the end of September. **Application Deadline is 11:59 p.m. EST August 31.**
- All notifications are sent to the awardees UGA email address and copied to their Unit's leadership, supervisor and business office.

- Incomplete or late applications will not be considered. Applications will be confidential, and submission does not guarantee funding.
- Applicants who are not selected during this submission period may reapply for funds in the next submission period.
- Applicants usually apply for funds before the professional development opportunity begins. In rare cases, application may be made for opportunities that are already in progress. We do not offer retroactive awards and are unable to award development that is completed before the application review and award period.

**Please note:** *If you are registering for a professional development opportunity before the notification deadline, the individual/group assumes responsibility for all expenses in the event you are not awarded funds.*

## What does a successful application contain?

Your application should explain the following about your proposed professional activity.

### Activity Purpose:

1. Fully describe the program, activity or resources that you are requesting.
  - Dates
  - Locations
  - Other attendees (if applicable)
  - Travel details (if applicable)
2. How will this help you in your role, or a role to which you aspire at UGA? For Instance:
  - Develop new skills that enhance your effectiveness.
  - Recognize your own and others' values and talents.
  - Establish connections that open new channels of communication.
  - Enhance your creativity.
  - Build stronger work relationships.
  - Build your capacity for leadership and achievement.
  - Develop existing or desired competencies.
3. How does this align with or support:
  - Your department/school/college goals and initiatives.
  - UGA goals and initiatives.
  - Emerging issues that will impact the university.
  - Adoption of best practices in your field.

### Activity Budget:

- What is the total cost of your activity/program? Provide details and supporting documentation. This does not need to be complex but should provide a clear picture of all expense.
- What amount are you requesting from the *Engage & Learn Grant Program* and when do you expect funds will be spent?  
For what other sources of funding have you applied for/anticipate receiving? Please identify departmental, external or personal funding sources and amounts.

We encourage applicants to seek funding from departmental and/or unit sources, if available, prior to submitting this application. Please exhaust these other options before applying for the grant.

# What information should I have before applying?

## Be sure to have the following items on hand when filling out your application:

1. Names and email addresses for: yourself, your supervisor and your business office contact. These additional individuals are notified if you receive a grant and funding is coordinated with your department. If you are applying for a group grant, you will need all group member's names and email addresses. You may also attach this in the supporting document file.
2. Dates of the professional development opportunity for which you are requesting funds.
3. Your proposal – you may type your proposal in the box provided or attach/upload it as a file in the supporting document section. Your application proposal should demonstrate the benefits of your professional development opportunity to the following: the individual/group, the individual's/group's department/college, and the university as a whole.
4. Itemized budget information with supporting documentation for each budget item.
5. Supporting document files ready to attach/upload. Be sure to include supporting documentation of all budget items. Your documentation must be combined into one file – either as a .pdf, Word/Excel doc or compiled into a .zip file. Supporting documentation might include the following: invoices, class schedules, price quotes, airfare and lodging estimates, links to conference details, screenshots of conference details and more.

## How do I apply? Complete the application online:

Use [this link](#) to apply. Be sure to fill out all portions of the application. A completed application includes a proposal, required budget information, and other appropriate documentation. [Online application submissions](#) are strongly preferred. If you are unable to submit online, please see the "Can I apply on paper" section below.

### If you are applying to cover any travel expenses:

Most travel is reimbursable but items like airfare may be directly charged to UGA. You will need to work with your department to coordinate travel. It is important that you thoroughly review the university travel policy before any travel arrangements are made to ensure you are complying with all policies.

## Can I apply on paper?

[Online application submissions](#) are strongly preferred. If you are unable to submit online, please use the following alternative:

- Mail or hand deliver a hard copy of the completed application and all supporting materials to the *Engage & Learn Grant Program*, c/o Office of the President, Administration Building, 220 South Jackson Street, Athens, Georgia 30602
- [Print this version](#) Find it also at this address: <https://t.uga.edu/5Kx>
- Paper applications will only be accepted during the regular submission period.

## Do I have to get my supervisor to approve my application?

No, a supervisor signature is not required but we encourage you to discuss your application with them. We do ask for their name and email for notification if you receive an award. Any professional development activities that occur during work hours are assumed to have been approved prior to application. Supervisors are in the approval path for travel authorizations and reimbursements. (Note: Awaiting grant decisions does not excuse applicants from following normal processes and following policies. For example, applicants should proceed with applying for Travel Authorities with appropriate timeliness.)

# What kind of activities are covered?

## What is Covered?

Grants can be used for a range of professional development activities. Eligible activities may include:

- Tuition/registration for instructional class/event at accredited institution (not covered by TAP)
- E-Books and E-learning materials
- Travel and registration costs for a conference or workshop in your specialty
- Sponsoring a staff retreat devoted to professional development
- Taking training on a particular software package
- Artistic or creative endeavors
- Online courses, workshops, or webinars
- GED classes and materials
- Travel expenses
- Expenses to provide development opportunities to multiple people, including units, organizations or groups, such as speaker fees, location costs or material costs
- Other work-related professional development activity
- Locally organized programs (especially applicable for groups)
- Cost of professional development programs offered through UGA Training and Development or other UGA units
- (Any materials purchased remain the property of UGA.)

## What is NOT Covered?

- Test preparation courses (i.e., GMAT, LSAT, GRE, and MCAT)
- Courses toward certification not utilized at UGA: Real Estate licensure, etc.
- Exams or testing
- Courses or other education involving sports, games, or hobbies
- Training to meet educational requirements of the current job
- Professional membership fees or subscriptions
- Reference books
- Pay tuition or fees for academic classes offered at USG institutions cover by TAP
- Pay for programs that duplicate training currently offered through other campus means

# How are award recipients selected?

This is a competitive process and grants of up to \$1000 for individuals or \$2000 for groups of 2 or more will be awarded at the discretion of the *Engage & Learn Grant Program* selection committee. A grading scale will be used to provide a fair rating of applicants based on the criteria listed below. An application will be reviewed by 2-3 people. No particular professional development activity is defined as “preferred” or “best.” In the event a member of the subcommittee works directly with or for an applicant, they waive their review of the applicant’s submission.

## Grants are awarded based on available funds and the following:

- The applicant meets all eligibility requirements.
- The professional development opportunity occurs within the funding period.
- The submitted application is complete and includes required budget information and appropriate documentation as applicable.

- The application proposal demonstrates benefits to the following: the individual/group, the individual's/group's department/college, and the university as a whole.

**Please note:** *Applicants who have not previously received a grant are given priority consideration. Retroactive funding is not provided.*

## **When and how is the funding awarded?**

- All applications received between September and February will be reviewed and awarded by the end of March. Application Deadline is 11:59 p.m. EST February 28.
- All applications received between March and August will be reviewed and awarded by the end of September. Application Deadline is 11:59 p.m. EST August 31.

Funds are transferred to the employee's unit or department. Most funds are paid on a reimbursement basis or may be paid directly to vendors. All reimbursements must follow UGA and/or UGA Foundation policies and procedures, including travel expense deadlines. An advance for travel costs, etc. may be considered if financial hardship/need is provided in the initial application and included in the acceptance letter.

Any funds not utilized by January 31 of the year following the grant award must be returned to the *Engage & Learn Grant Program*.

## **What are my responsibilities if awarded?**

- Recipients are responsible for complying with university regulations and procedures related to the funded activity, including travel authorizations.
- Within 60 days of completing the funded activity, recipients will provide a one-page summary to the program committee ([elgrants@uga.edu](mailto:elgrants@uga.edu)) related to the use of the grant funding and the experience gained related to the funded activity.
- Expenses must be reimbursed by January 31 of the year following the grant award or funds must be returned to the program.
- Your name and award year may be used in publications, including the program website, unless otherwise indicated by you in your application.

## **Do I have to use the funding for the activity that I listed in my application?**

Yes. Your application is considered based on the specific professional development activity proposed. Grant recipients are required to use the awarded funds for the activity described in the application. If you are selected and are unable to participate in the activity for which the funds were awarded, the funds will need to be returned.

## **Who can I contact if I have questions?**

Please direct questions regarding the grants program to [elgrants@uga.edu](mailto:elgrants@uga.edu)

**Apply Now**