

**FY 2010**  
**PROFESSIONAL DEVELOPMENT GRANTS (PDG)**

**I. PURPOSE**

Professional development grants are intended to serve the following purposes:

- 1) to advance the professional staff member's knowledge in his/her field of expertise;
- 2) to provide "seed" money to support professional staff seeking external grants;
- 3) to provide the opportunity for professional staff to develop expertise in related or new areas that are in keeping with departmental/university priorities, including elements of the Rowan Vision and/or the University Plan (this also includes opportunities for re-training that supports departmental/college/university-wide goals and initiatives);
- 4) to provide equipment (hardware and/or software) and/or professional development monies that will enhance the professional staff members' ability to integrate technology into the curriculum and/or the office unit.

**II. FUNDING LEVELS**

**PDGs** - A \$20,000 professional development account is established to support successful proposals submitted by members of the professional staff.

**III. PROCESS**

**PDGs - Professional Staff**

- 1) Professional staff seeking funding should review the goals of their department/office and consult with their immediate supervisor prior to developing their proposal to ascertain the short and long-term needs of the department/office. (For professional staff assigned to academic departments, the college dean will serve as the immediate supervisor.)
- 2) A representative university-wide peer review committee of at least five (5) professional staff will be elected by the professional staff committee. This peer review committee will recommend funding for proposals based on purposes that are consistent with Section I as well as with the articulated goals and/or needs of the department/office. Priority will also be given to those proposals whose objectives are consistent with the goals of the University.

- 3) The peer review committee will forward its recommendations and copies of the proposals to the appropriate vice president. The committee will provide the vice president with a brief statement outlining the strengths and weaknesses of each proposal (including those not recommended for funding).
- 4) Following his/her review and consultation with the appropriate supervisor, the vice president will either approve, disapprove, or modify the recommendations of the peer review committee. The vice president will provide the professional staff member and the peer review committee with a brief statement regarding his/her decision.
- 5) Professional staff receiving funding will submit a report to the supervisor and vice president at the conclusion of the project. The report will outline the results of the project and will include a copy of any work or document developed as a result of the project. The report will also assess the significance of the project as it pertains to the individual and/or department/office.

#### **IV. BUDGET GUIDELINES**

- 1) All budget items must clearly and directly support the proposed research effort and must be clearly described and justified.
- 2) All equipment, books, and other non-expendable supplies purchased with PDG grant funds are and remain the property of Rowan University.
- 3) Requests for post award budget revision must be approved, in writing, by the vice president.
- 4) All PDG grant awards must be expended by the dates established by the Division of Administration and Finance, but not later than June 30, 2010.

#### **V. GENERAL COMMENTS**

- 1) Proposal deadlines:  
  
Professional Development Grant proposals will be due by February 13, 2009 to Mark Matalucci, Chair for the PDG peer review committee.
- 2) A report of all awards from the peer review committee must be submitted to the appropriate vice president not later than March 13. Awards will be announced shortly after that date.