

MINNESOTA STATE, MANKATO GUIDELINES FOR THE ADMINISTRATIVE AND SERVICE FACULTY IMPROVEMENT FUND

PURPOSE

Grants will be awarded for the following purposes:

1. Formal course work (credit or non-credit) to improve professional competence or complete a degree.
2. Tuition and registration fees for workshops, conferences, or short courses, related travel, instructional materials, and subsistence.
3. Observation for the improvement of work performance. Travel to other institutions for short periods to explore a process or equipment that might improve the performance of the person requesting the grant.
4. On-campus study related to improvement of professional competence. This will generally be a partial reduction of workload.

In all cases where the recipient of the grant will be absent from assigned duties, satisfactory arrangements for the performance of the duties shall be made with the immediate supervisor.

APPLICATION PROCEDURES

Application deadlines are:

- *June 1 for the period July 1 to September 30;*
 - *September 1 for the period October 1 to December 31;*
 - *December 1 for the period January 1 to March 31; and*
 - *March 1 for the period April 1 to June 30.*
1. Access the PIF Application Form may be found on the Forms page of the Human Resource website. Return completed signed application form by the end of the business day to Human Resources WA 336 in accordance with the above deadline dates. If the due date falls on a weekend, you may still turn in your PIF Application by the end of the next business day following the due date. Late applications will not be accepted.
 2. If you receive a PIF award, the Director of Human Resources will send you a PIF Agreement Form to sign and return to Human Resources WA 336.

Notification and Implementation

3. All persons receiving a grant for any amount will be obligated to be on staff at Minnesota State Mankato THROUGH the FULL grant period following their award. If a person does not return to Minnesota State, the grant must be repaid in full. Persons anticipating retirement, resignation, or non-renewal from Minnesota State are ineligible for a grant in their final grant period.
4. If you are notified that you have received an award, follow the policy and procedures as applies to all regular travel expenses (in-state and out-state). The appropriate forms should then be submitted to the Director of Human Resources prior to your grant activities. PIF awards are for grant dollars. Receipt of a PIF award does not constitute approval of in or out of state travel. PIF award recipients must still follow necessary procedure for approval of travel.

Upon Your Return

5. Subsequent to your grant activities, Employee Expense Report (including receipts) must be completed and signed by supervisor, if required. Completed forms are then submitted to the Human Resources Office (WA 336) and will be sent to your Vice President for signing. (The Vice President will not sign off on expense forms until the PIF Follow-up Form has been received.) The Vice President's Office will then forward your expense reimbursement documents to the Office of Business Services.
6. Within 10 days of returning (when you submit your Employee Expense Report), each person receiving a grant must submit a PIF Follow-up Form (the Human Resources Office will send you this form if you receive a PIF Award) to the appropriate Vice President AND to the Director of Human Resources (the President's designee for the Administration of Professional Improvement Funds).

The Follow-up Form will be available for review by the PIF Review Committee.

AWARD SELECTION

1. Grants will be awarded in amounts up to a maximum of \$650 per person applying. If the money for the PIF requested by qualified applicants exceeds the funds available, the PIF Sub Meet & Confer may reduce the maximum award in \$50 increments down to a maximum of \$450 a person in order to provide funds for greater participation.

PRIORITY OF FUND ALLOCATION WILL BE AS FOLLOWS:

- a. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of the current fiscal year, who has never received any funding.
- b. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of the current fiscal year, who has not received funding in the current fiscal year nor prior fiscal year.
- c. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of current fiscal year, who has not received funding in the current fiscal year but did receive funding in the prior fiscal year(s).
- d. Probationary, Permanent, or Externally Funded employee ON PAYROLL who has not received funding in current fiscal year.
- e. Probationary, Permanent, or Externally Funded employee ON PAYROLL who received funding in the current fiscal year.
- f. Fixed Term employee.

If the total number of qualified applicants received does not exhaust the available funds in the final grant period of the fiscal year, the grant money is just carried forward to the next fiscal year.



APPLICATION FOR PROFESSIONAL IMPROVEMENT FUND (PIF)

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All applicable fields must be completed in full or your application will be returned.

EMPLOYEE INFORMATION

Name	Phone	Mail Code	Date
Department	Years of Service at MSU	Highest Degree Held	
	<small>(include this year)</small>		
Have you ever received an Improvement Grant before? <input type="checkbox"/> Yes <i>(Complete a,b, & c)</i> <input type="checkbox"/> No <i>(Continue to Grant Request Information)</i>			
a. If "yes", when? ____/____/____ b. How much? \$ _____			
c. What was the purpose of previous improvement grant?			

GRANT REQUEST INFORMATION

1. Period for which grant is requested:	
<input type="checkbox"/> July 1 - September 30 <i>(June 1 deadline)</i>	<input type="checkbox"/> January 1 - March 31 <i>(December 1 deadline)</i>
<input type="checkbox"/> October 1 - December 31 <i>(September 1 deadline)</i>	<input type="checkbox"/> April 1 - June 30 <i>(March 1 deadline)</i>
<small>If the due date falls on a weekend, you may still turn in your PIF application by the end of the next business day following the due date. Late applications will not be considered.</small>	
2. Purpose of Grant <i>(Select & Complete):</i>	
<input type="checkbox"/>	Formal Coursework Related to Professional Competence. Describe: Is this to complete a degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", what degree? _____ At what institution? _____ Have you been accepted for candidacy for this degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Workshop, Conference, or Short Course <i>(Complete below and attach a copy of conference or workshop brochure)</i> Name/Description: Date(s): _____ Location: _____
<input type="checkbox"/>	Observation Grant Date(s): _____ Location: _____ Purpose of observation:
<input type="checkbox"/>	On-Campus Study Describe:
<input type="checkbox"/>	Other <i>(e.g., develop in-service workshop, research and write article, develop videotape, etc.)</i> Describe:

3. How does this activity relate to your goals and objectives for the year?
Explain:

4. How will this PIF grant-funded activity benefit you and Minnesota State Mankato in your subsequent work?

Explain:

5. Do you expect to be working under another grant or fellowship? Yes No

- a. If "Yes", what is the dollar amount?
- b. What are your commitments and obligations under it?

6. Budget

a.	Quantity	Amount	Total
State/Personal Vehicle	Miles	\$	
Total Air/Bus Fare	-----	\$	
Total Meal Cost	-----	\$	
Lodging	Nights	\$	
Registration Fee	-----	\$	
Other Expenses (explain at right)	-----	\$	
TOTAL:			

b. Explain Other Expenses:

c. Equipment and Supplies:

7. Source of Funding

	Amount
PIF request (\$650 Max/award period)	\$
Campus Allocation (\$)	\$
Out-of-Pocket	\$
Total Funds: (Should match "TOTAL" above)	\$

8. What is the minimum amount of Professional Improvement Fund money necessary for you to be able to undertake this activity?

Minimum Amount: \$ _____

(If funds are inadequate to cover the PIF requests of all eligible applicants, the available funds may be distributed at less than the \$650 maximum and/or the PIF support requested by each applicant. If this situation arises, it is helpful to list the minimum amount of money needed for you to undertake this activity.)

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Applicant Signature: _____ Date: _____



- Approve
- Disapprove

Signature of Department Director or Supervisor Date

- Approve
- Disapprove

Signature of Vice President Date

Completed forms should be submitted to the Director of Human Resources, Presidential Designee for Administration of Improvement Funds, regardless of approval or disapproval of all signatories.