CAFNR Staff Enrichment Application Call for Proposals

Are you looking to improve your skills? Is there a class or workshop you are interested in taking? Is there a conference coming up that would enrich your professional development? The CAFNR Staff Advisory Council has resources to help you fund your personal/professional enrichment activities! Examples of past submissions include: Wilderness First Aid Course, Project Management Workshop, Regional Advising Conferences, Grant Writing Certificate, The Indispensable Assistant Seminar.

All benefit-eligible, non-faculty employees who have worked in CAFNR for at least 6 continuous months when their proposed event/project occurs are eligible to submit a proposal. Proposals are considered on an individual basis only. Multiple individuals may apply to attend the same event, but separate applications are necessary. Group applications will not be considered for funding, unless special notice is made. Previous recipients are not eligible for new funding for 1 year after the original activity. 

Submission – Completed applications will have instructions for submission in the email announcement. An ad hoc committee will review applications and notify awardees via email.

Fine Print:

Purpose - Provide resources to support CAFNR staff in enriching their personal and workplace skills.

Eligibility - All benefit-eligible non-faculty employees who have worked in CAFNR for at least 6 continuous months when their proposed event/project occurs are eligible to submit a proposal. Proposals are considered on an individual basis only. Multiple individuals may apply to attend the same event, but separate applications are necessary. Group applications will no longer be considered for funding, unless special notice is made. Previous recipients are not eligible for new funding for 1 year after the original activity.

Amount - The amount funded will vary based upon the program. Budgets should be thorough and detailed with a complete justification for line-items requested. At this time there is no individual limit, however, please note that only $5,000 is allowable for all program participants per year. Funding recipients are not eligible for a period of 1 year after the original activity.

Funding restrictions – Please note that MU and federal business policies and rules do apply to this money.

Required report - Successful applicants will be required to submit a written report summarizing the activity within thirty days of its completion and submit expense documents at that time.
Review Considerations - Proposals will be scored based on quality of proposal (i.e. completeness and backup documentation), originality, justification of budget, and benefits anticipated consistent with stated purpose of budget.

Review Committee – An ad hoc committee will review and evaluate these proposals.

Timetable and Deadlines

<table>
<thead>
<tr>
<th>Deadline for Notification &amp; Activity must be Submitting Applications</th>
<th>Notification and Funding Available</th>
<th>Activity must be Completed Between</th>
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<tbody>
<tr>
<td>(Spring) January 30th @ noon</td>
<td>February 10th</td>
<td>January 1 – June 30</td>
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<tr>
<td>(Fall) June 30th @ noon</td>
<td>July 10th</td>
<td>July 1 – Dec 31</td>
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