# **Faculty and Academic Staff Professional Opportunities Fund (FASPOF) Guidelines**

## **Program Description**

The Faculty and Academic Staff Professional Opportunities Fund (FAPOF) supports professional development and research for faculty and academic staff. The committee values funding a wide range of activities that benefit the campus community through meaningful professional development experiences.

## **Eligibility**

All faculty and academic staff employed **50% or more of full-time** are eligible to apply for FASPOF funding.

## **Submission Deadline**

* The FASPOF Committee reviews applications on a **rotating basis** until all funds are expended.
* **Complete** applications are due no less than **three weeks** before the event start date.
* Incomplete applications will delay committee review.

## **How to Apply**

* Submit your **complete** proposal as a **single PDF to** **faspof@uwp.edu**.
* The committee may request additional information if needed.

## **Funding Priorities**

* Advance the mission/objectives of the university and department/unit.
* Provide significant professional development for the applicant.

## **Eligible activities include (but are not limited to):**

* Presentations, performances, juried shows, or scholarly papers at professional forums.
* Continuing education, training, or updating academic knowledge or skills.
* Attending conferences or workshops.

## **Program Restrictions & Requirements**

* Funding is available only for future activities – past events are not eligible.
* Annual funding limit: $1000 per individual.
* Awards are competitive and not guaranteed; the committee may award less than the requested amount.
* All receipts, expense reports, and documentation must be submitted within **60 days** of the project or activity end date, or funds will be reallocated to another applicant.
* A final report describing the project/activity and its benefit to the applicant, their unit, and the university must be submitted within two months of the end of the funded activity.
* Applicants with outstanding reports from prior awards will not be considered for new funding until the report is received.

## **Chair/Supervisor Instructions**

Chairs/supervisors should review the applicant’s Spend Authorization in Workday to ensure that the proposed activity is relevant to the applicant’s, department’s, and university’s goals. When reviewing the Spend Authorization, please use the Comments field to indicate whether any departmental funds are being committed to the activity. For example:

* Travel/spending approved pending FASPOF funding, department unable to contribute funding.
* Travel/spending approved pending FASPOF funding, departmental contribution limited to $500.

Please note that departmental contributions are not required but recording any available in the Spend Authorization ensures that there is a written record of the department’s pre-approved contribution, if any, in case the FASPOF committee is unable to award the full amount requested. If you know that the applicant is applying to multiple internal funding opportunities, please adapt your statement accordingly so that the same Spend Authorization can be used for all internal funding opportunities.

## **Proposal Requirements**

**Incomplete applications will be returned for revision**, delaying the review process. Your proposal must include:

1. FASPOF Application Form
2. Approved Workday [Spend Authorization](https://kb.wisconsin.edu/workday/internal/144699) detailing estimated budget.
	1. Include all anticipated funding sources in comments.
3. Supporting Documentation
	1. Proof of acceptance to present/participate.
	2. Screenshot of Event dates/location/registration fees/Tuition
	3. All travel must follow [TravelWise Policies](https://www.wisconsin.edu/travel/general-travel-and-expense/).

If you have questions about completing or submitting your proposal, please contact Lisa Crumble at crumble@uwp.edu or 262-595-2022.