

**MINNESOTA STATE UNIVERSITY MOORHEAD
GUIDELINES FOR APPLICATION
MSUAASF PROFESSIONAL IMPROVEMENT FUNDS**

The purpose of the Professional Improvement Funds (PIF) for the Administrative and Service Faculty (MSUAASF) shall be to enhance the professional competence and thereby improve the work performance of each recipient.

A. PURPOSE:

Grants will be awarded for the following purposes:

1. Formal course work (credit or noncredit) to improve professional competence for an assigned position. Where appropriate, course work may be applied to the completion of a degree. Such grants will be in addition to salary.
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. Such grants will be in addition to salary.
4. On-Campus study related to improvement of professional competence. This will generally be a partial reduction of workload.
5. Other - develop in-service workshop, research and write article, develop videotape, etc.

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.

B. APPLICATION PROCEDURE:

Application deadlines will be announced each year (usually mid-September).

1. Obtain the PIF Application Form. Return the completed form to the Office of the Vice President for Student Affairs.
2. If you receive a PIF award, you will receive notification and a PIF "Recipient Agreement" form.
3. All persons receiving a grant for any amount will be obligated to return to Minnesota State University Moorhead for one (1) semester following their grant period. If a person chooses not to return to MSU Moorhead, the grant must be repaid in full*. Persons in their final quarter of employment at MSU Moorhead before retirement, resignation, or non-renewal are ineligible for a grant.
4. If you are notified that you have received an award, follow the policy and procedures as applied to all regular travel expenses (in-state and out-state) by completing a Travel Requisition using account number

2-12006. The forms should then be submitted through the normal routing procedure. **This should be done immediately upon notification so as to encumber the PIF Funds.**

5. Subsequent to your grant activities, expense forms (including receipts) must be completed and submitted to the Business Office after securing the signature of your appropriate vice president.
6. Within 30 days of completion of the activity, the employee must submit a "Report on Professional Improvements Funds" form.

C. Award Selection:

If persons applying for a grant have received a grant amount during the preceding year or current year, an additional grant will not be given primary consideration as long as there are applicants that have not previously received an award.

* Guidelines established by the State University Board

**MINNESOTA STATE UNIVERSITY MOORHEAD
APPLICATION FOR
MSUAASF PROFESSIONAL IMPROVEMENT FUNDS**

NAME: _____ **DATE:** _____

DEPARTMENT: _____

DATE (S) FOR WHICH GRANT IS REQUESTED: _____

1. Purpose of Grant:

____ Formal Coursework Related to Professional Competence

Describe: _____

Will this complete a degree? _____

If yes, what degree? _____

At what institution? _____

____ Workshop, Conference, or Short Course

Name/Description: _____

Date(s): _____ Location: _____

____ Observation Grant

Purpose of Observation: _____

Date(s): _____ Location: _____

____ On-Campus Study

Describe: _____

____ Other (e.g., develop in-service workshop, research and write article, develop video-tape, etc.)

Describe: _____

2. How does this activity relate to your goals and objectives for the year?

3. Explain how this PIF grant-funded activity will benefit you and MSUM in your subsequent work:

4. Do you expect to be working under another grant or fellowship?

_____ No _____ Yes Amount \$ _____

What are your commitments and obligations under it?

5. Number of years of service at MSUM (including this year)? _____

Highest degree held? _____

6. Have you ever received an Improvement Grant before? No _____ Yes _____

If yes, when: _____ Amount: \$ _____

Purpose of previous improvement Grant(s): _____

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

Tuition: \$ _____ Meals: \$ _____

Registration/Fees: \$ _____ Lodging: \$ _____

Equipment/Supplies: \$ _____ Other: \$ _____

Transportation: \$ _____

TOTAL ANTICIPATED EXPENSES: \$ _____

Signature/Applicant

Date

COMMENTS:

Signature/Director or Supervisor

Date

COMMENTS:

Signature/Appropriate Vice President **Date**

RECOMMENDATION: _____ **Approve** _____ **Disapprove**

Signature/President **Date**
