

Center for Educational Partnerships
Professional Development Activity (PDA) Funding Guidelines
2007-08 (10/18/07)

With the success of the Professional Development Activity (PDA) over the past two years, CEP is proud to announce funding for a third year. The total allocation for FY 2007-08 is \$10,000.

Staff may request funding for position-related and/or career-enrichment activities. Priority will be given to those staff that did not receive funding in 2005-06 or 2006-07. Should funds remain available after funding new PDA awards, consideration will be given to those who received funding in the two previous years.

Eligibility Criteria

1. Non-probationary, Career employee
2. Job performance of Satisfactory or better
3. The activities must begin between July 1, 2007 through June 30, 2008, i.e. activities that have taken place, that are currently in progress, and future activities that start between these dates. Activities must be completed by August 31, 2008.
4. Professional Development Activity Requests must be submitted to the CEP Human Resources (HR) Manager Sue Sanders by **December 14, 2007**.

Funding Amounts Per Person

Staff may request up to \$750 to fund position-related and/or career-enrichment activities for FY 2007-08. Funding for more than one activity may be requested as long as it does not exceed the maximum amount of \$750.

Allowable and Non-Allowable Expenses

Allowable

- Fees (tuition, registration, enrollment)
- Books and supplies

Non-Allowable:

- Transportation expenses (air, ground, mileage, parking)
- Lodging expenses
- Meals
- Food or beverage
- Equipment

Application Process

1. Please discuss your plans with your immediate supervisor
2. Complete all sections of the Professional Development Activity Funding Request form, sign it, secure all appropriate signatures, and return it to HR Manager Sue Sanders.
3. The PDA Committee will review applications one week after the due date. The employee, supervisor, and program director will be notified of decisions in writing.

Evaluation

Upon completion of the approved activity, please complete the PDA Evaluation Form and submit it to HR Manager Sue Sanders with a copy to your supervisor.

Reimbursement Process: The PDA funding is on a reimbursement basis.

The employee-paid expenses, up to approved amount, will be processed for reimbursement when HR Manager Sue Sanders receives the following:

1. document(s) verifying completion of activity. Verification documents include, but not limited to, certificates and transcripts,
2. completed Evaluation Form, and
3. original, itemized receipts, credit card statements, etc. showing payment was made.

Reimbursement documents must be received by September 30, 2008.

Funding Application and Evaluation Form

The PDA application and evaluation are available from HR Manager Sue Sanders or on the CEP website:

<http://students.berkeley.edu/apa/index.htm> under Staff Resources.