

**University of Minnesota**  
**Professional Development Grants for Retirees**  
**Application Instructions for 2024 Funding**  
**Due Date: December 31, 2023**

The Office of the Executive Vice President and Provost (EVPP) and the University of Minnesota Retirees Association (UMRA) are pleased to announce a new cycle of Professional Development Grants for Retirees (PDGR). These grants support the pursuit of projects related to retirees' research, instructional, or other work history or new scholarly and/or creative interests that contribute to the educational, scholarly and academic reputation of the University. Applications may be submitted starting October 1, 2023. The deadline for application submission is December 31, 2023. Awards will be announced in February 2024 and the grants will start April 1, 2024.

All faculty, P&A staff, and civil service members from the Twin Cities, Duluth, Morris, Rochester and Crookston Campuses of the University who will be fully retired by the time of their award and who are eligible for University retiree benefits may apply. Projects that might be part of an applicant's ongoing, professional activities and proposals for developing new interests are encouraged. A list of previous awards is available for reference at our website.

Retirees may apply for grants of up to \$5,000. It is expected that the work supported by a grant, even if part of a larger, multi-year undertaking, will be completed within one year's time. Under unusual circumstances, an award period may be extended with the approval of the Chair of the PDGR Committee. Recipients of grants from previous cycles may reapply if they have submitted their project report as required. Such applications must demonstrate significant progress to be funded.

It is preferred that applications be submitted electronically although paper applications received by December 31, 2023 will be accepted.

### **General Application Instructions**

An application has 5 or 6 parts:

- 1) **Cover Page** that tells who is applying and from which department she or he retired,
- 2) **Project Description** of up to three pages telling what is planned,
- 3) **Budget** describing in some detail how much the project will cost,
- 4) **Resume or CV** describing the applicant's professional history,
- 5) **Letter(s) of Support** from the applicant's department documenting agreement to manage the grant funds and from any collaborators, and
- 6) **Section for sequential applicants** (not applicable for first time applicants).

### **Details**

- 1) Cover Page heading "Application for a Professional Development Grant for Retirees" and listing:

- a) Title of the project,
- b) Applicant's name and University position at retirement,
- c) Department and college or unit,
- d) Date of retirement,
- e) Date of submission,
- f) Addresses: US mail and e-mail for applicant and e-mail for chairperson to be notified if application is funded,
- g) Abstract of no more than 250 words, and
- h) Total funds requested (per budget, see below).

2) Project description of three pages maximum including:

- a) The work to be undertaken; if the project includes human subjects or animals, approval by the appropriate University committee (IRB or IACUC) will be required before funds are disbursed,
- b) The expected outcome and significance of the project,
- c) The resources and methods to be employed,
- d) The project time line,
- e) The relationship of the project to the applicant's professional activities before and/or after retirement, and
- f) Publication and presentation plans.

3) Budget: one to two pages detailing and justifying expenditures to be covered by the grant and listing any other sources of project support whether from personal resources or other funding agencies (show total funds requested on cover page). Applicants should justify the budget. Awards will not exceed \$5,000. The review committee may award smaller amounts than requested if deemed appropriate.

Eligible expenses include, but are not limited to, travel and per diem costs related to conference attendance and research trips; stipends for undergraduate and/or graduate research assistants (see below); purchase of books, computers, and software; photocopying; postage; and other relevant costs of their scholarship and/or creative work.

Ineligible expenses include salary for the applicant and overhead charges by the department/unit/college.

4) Resume or CV of applicant that is no more than two pages.

5) Letter(s) of support:

- a) from the applicant's home department or unit (chair/head/director or financial officer) agreeing to receive and dispense the grant funds, and
- b) from any key collaborator.

6) Special section for sequential applicants (awardees in the last cycle):

- a) describing the relationship of current application to previously funded project, and
- b) progress on previous project.

## **Undergraduate Student Research Opportunities**

Applicants are encouraged to employ student mentees in their projects. Although any undergraduate or graduate student may be included, students from the Undergraduate Research Scholarships (URS) program and the Undergraduate Research Opportunities Program (UROP) would receive a stipend from a different University account.

URS are awarded to freshmen honors applicants by the Admission's Office as an incentive to attend the University. The program provides funds for first and second year students to participate in research and creative projects with a faculty or staff mentor. UROP awards are available to all undergraduate students for the same purposes. Both programs provide stipends and limited research support for students. This would be in addition to the PDGR award. For more information, interested PDGR applicants should contact the URS and UROP Coordinator, Vicky Munro, at [munro001@umn.edu](mailto:munro001@umn.edu) or visit the Undergraduate Research website at <https://ugresearch.umn.edu/opportunities/urs>.

Applicants planning to include an undergraduate or graduate student in their proposal should state that intent in their project description along with an appropriate explanation.

### **Submission**

The grant proposal should be submitted electronically by December 31, 2023 as a single pdf or doc file attached to an email with the subject line, "Professional Development Grant Application," to [umragrants@umn.edu](mailto:umragrants@umn.edu).

The PDGR Committee appointed by UMRA will review applications and make recommendations regarding funding. In each case, committee members closest to the applicant's field will lead the discussion. Applicants are advised to present their proposals in language understandable by non-specialists. Awards will be announced in February 2024, commence on April 1, 2024, and end on June 30, 2025.

Within two months following the grant's end date, awardees must submit a final report that describes the activities conducted and achievements, including publications and presentations, realized under the terms of the grant. A listing of expenses incurred should also be provided. The final report should be sent to EVPP at [umragrants@umn.edu](mailto:umragrants@umn.edu). All publications or other project outcomes should acknowledge the support provided by the Office of the Executive Vice President and Provost and UMRA.

Questions concerning eligibility or other issues should be directed to the PDGR Committee Chair, John Bantle at 612-385-3571 or [bantl001@umn.edu](mailto:bantl001@umn.edu).