

**SEIU District 1199 & Cleveland State University
2023 Staff Career Development Program**

PROGRAM PURPOSE

CRITERIA FOR RANKING

The following criteria will be used to rank the grant application proposals. Proposals will be funded from the highest ranked down until the allocated funds are committed.

Note: proposals will be disqualified if they do not clearly demonstrate a link to supporting student or employee engagement and retention.

1. Breadth of Benefit - Higher priority will be given to collaborative proposals that provide opportunity to benefit an expanded number of recipients. The next level priority will be given to individual requests that have a clear and demonstrable relationship CSU.
2. Availability of other funding sources - Favorable consideration will be given if matching support from the _____ s department (or other funding support, such as an external grant) is provided.
3. Cost - Preference to lower cost proposals that enable approval of more proposals.
4. Date of Application - If other factors are relatively equal, preference will be given to applications received in order of submission.

APPLICATION DEADLINE: November 30, 2023

Applications must be received no later than November 30, 2023 to ensure timely review of proposals and awarding of funds. **Applications must be submitted electronically.** Please send via e-mail to Anna Smith at a.smith17@csuohio.edu.

Applicants will be notified

December 15, 2023.

Employee Signature (primary requestor)

Date

I understand that that this proposal may necessitate time off, and the employee and I have discussed the use of vacation, compensatory time or release time, as applicable. Final approval of the proposal is subject to the operational needs of the University.

Supervisor signature

Date

Signature of non-SEIU managerial personnel, if applicable

Date

Reimbursement of travel expense from grant awards is subject to university policy and procedure governing travel. The current travel policy uses the Federal Standard Meal Allowance of \$100 per day per person per diem. For more information, please contact the University's Travel Policy Office at (504) 750-4000 or visit the University's Travel Policy website at www.louisiana.gov.