

# Staff Professional Enrichment Fund Grant Application – *Individual*

*If needed, a staff person from the Human Resources Division can provide assistance in completing this application to ensure all necessary information is included and the essay is written in a professional and clear manner.*

Emplid (Employee ID) \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Job Title \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus/Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Department Name \_\_\_\_\_

Direct Supervisor \_\_\_\_\_

College, School or Division \_\_\_\_\_

Dean or Division Executive \_\_\_\_\_

Fiscal Representative/Director \_\_\_\_\_

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Date(s) of Desired Activity \_\_\_\_\_

Name of Company/Organization providing the activity or training \_\_\_\_\_

Organization/Company Web-site \_\_\_\_\_

Estimated Cost of Activity \_\_\_\_\_ Amount Contributed by Dept \_\_\_\_\_

Total Amount Requested \_\_\_\_\_ (Please complete the attached budget)



**Staff Professional Enrichment Fund  
Grant Application – Individual**

**Desired Activity Supports Which Strategic Plan Focus?**  
(check all that apply)

- Place student success at the center
- Lead in life and health sciences
- Advance urban engagement in Kansas City
- Excel in the visual and performing arts
- Embrace and celebrate our diversity
- Promote research and economic development
- Increase sources of income

**Desired Activity Supports Which Skill Set?**  
(check all that apply)

- Efficiency and Organization
- Technology and Social Media
- Leadership and Management
- Creativity and Innovation
- Critical Thinking and Problem-Solving
- Communication and Collaboration
- Personal Goals Attainment

**Describe how participating in this activity will enhance personal growth and enrich your career at UMKC?**  
Include how you see the activity aligns with the strategic goals of the University and/or your College, School or Division; please spell out acronyms the first time it is used. (maximum 750 words)

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**Have you been a grant recipient of the Fund in the past?**       YES       NO

If yes, when?    Date \_\_\_\_\_    Date \_\_\_\_\_    Date \_\_\_\_\_  
                         Amount \_\_\_\_\_    Amount \_\_\_\_\_    Amount \_\_\_\_\_

**Have you applied and been denied a grant in the past?**       YES       NO

If yes, when?    Date \_\_\_\_\_    Date \_\_\_\_\_    Date \_\_\_\_\_

UMKC is an Equal Opportunity/Access/Affirmative Action/Pro Disable and Veteran Employer that is fully committed to achieving a diverse workforce.

**Employee Signature** \_\_\_\_\_  
Date \_\_\_\_\_

I agree to submit a report on my experience with this opportunity within 30 days of completion.

**Supervisor Signature** \_\_\_\_\_  
Date \_\_\_\_\_

Approved?     YES     NO

If NO, please state reason(s) \_\_\_\_\_

**Division Executive/Dean  
Director Signature** \_\_\_\_\_  
Date \_\_\_\_\_

Approved?     YES     NO

If NO, please state reason(s) \_\_\_\_\_

**Fiscal Representative/  
Director Signature** \_\_\_\_\_  
Date \_\_\_\_\_

**NOTE: It is preferred that payment is made upfront with university funds.  
To ensure quick turnaround of reimbursement, please indicate the MoCode  
receiving the payment transfer.**

\_\_\_\_\_ MoCode



**FINANCIAL INFORMATION**

The Staff Professional Enrichment and Emergency Relief Fund follows all university policies. Here is the link outlining allowable expenses. [https://www.umsystem.edu/ums/rules/bpm/bpm500/manual\\_505](https://www.umsystem.edu/ums/rules/bpm/bpm500/manual_505)

Food will not be reimbursed and cannot be part of the application.

In order to be reimbursed for approved expenses, you must submit receipts for all items.

Any changes to the opportunity that would affect the budget or the schedule need to be shared in writing as soon as possible with Emily Strayhall at [emilystrayhall@umkc.edu](mailto:emilystrayhall@umkc.edu).

Please complete and submit the project budget below with your application.

Item	Explanation/Detail	Amount
<b>INCOME</b>		
Department Contribution		
SPEER Fund		
<b>TOTAL INCOME</b>		\$
<b>EXPENSES</b>		
Air Travel		
Ground Transportation		
Hotel		
Conference Registration Fee		
Training Registration Fee		
Facilitator/Presenter Fee		
Materials/Supplies		
Other		
Other		
Other		
<b>TOTAL EXPENSES</b>		\$





## **Vision**

UMKC aspires to be an exemplary public urban research university of the 21st Century, pursuing excellence as a human-centric learning and discovery community, fostering equity, diversity and inclusion to enrich the lives of the people and regions we serve.

## **Mission Statement**

As an urban research university, our mission at the University of Missouri-Kansas City is to promote learning through the discovery, preservation and dissemination of knowledge of public value across a broad spectrum of disciplines and fields of study. UMKC celebrates the individual and embodies diversity and inclusion by intertwining these goals with innovation to enable transformational impact aimed at bringing cultural, social, health and economic prosperity to the metropolitan, regional and global communities we serve.

## **Values**

We, the community members of UMKC, are proud to contribute to a student-centered urban university, serving our mission of learning, discovery, research and service, inspired by our commitment to equity, diversity, inclusion and respectful interaction.

Our key values:

- Accountability
- Learning
- Respect
- Diversity
- Collaboration
- Integrity

## **Strategic Plan Pillars**

1. Provide exceptional student learning, success and experience.
2. Become a thriving discovery enterprise.
3. Transform our community and region with impactful engagement.
4. Foster an environment of invigorating multiculturalism, globalism, diversity and inclusion.
5. Develop a strong and resilient people, process and physical infrastructure.

