

MGA Advance - Request for Funding

MGA Advance is a professional development initiative funded by a generous donor to the university. This initiative provides individual and team-level development for MGA Faculty and Staff. Any individual or team may request funding as long as the activities directly relate to helping MGA advance. The applications are reviewed on a rolling basis. When submitting a proposal for funding, please complete the form below and attach a document with the requested information.

Amount of money requested \$ _____ Date(s) of Training _____

What level of training is being proposed?

_____ **Individual-level development.** Check this box if this development opportunity is proposed for individual-level training, even if a group of individuals will complete the same training. If approval is given by a supervisor, training may be completed during work hours.

_____ **Team-level development.** Check this box if the development is team-based. Teams of individuals may receive training or participate in problem solving, or planning and improvement activities together. These team-based advances are team training opportunities for groups of individuals across campus who need training to improve their work or work better together. Each development activity must have deliverable and measurable outcomes. Please check below to designate if this will be an Intrateam Advance or an Interteam Advance.

_____ **Intrateam Advance.** Focuses on the development of a team of individuals who normally work together. An intrateam advance may include off-site training, bringing experts to campus to train a team in area of need, meetings or retreats away from the office to work collaboratively to find solutions for long-standing problems, or teams that meet on or off-site training on how to work more effectively together. Proposals for an intrateam team advance are intended to come from a group of faculty and staff who normally work together (i.e. members of a department within a division, college, or school). Each proposal must include the agreement and support of the group's supervisor or manager and the supervisor or manager must be a part of the Intrateam Advance.

_____ **Interteam Advance.** Focuses on connecting people across areas outside normal working relationships. Ideally, a group will include individuals who have a desire to improve MGA by acquiring a specific skill or learning to work together in new ways. Each interteam advance may include both faculty and staff who come from multiple areas of campus. For example an interteam advance may focus on: improving assessment practices across divisions, integrating advising practice with academic programming, improving facilities uses to enhance teaching and learning, or learning how faculty and staff can improve the financial health of students including learning how the financial aid system works and providing ideas about how we can work to reduce student indebtedness and student loan default rates. The Interteam advance is intended to be cross-functional and inclusive. It is recommended that each interteam advance include a mix of faculty, staff, and administration and have a clear description of what will be learned and how the interteam advance will move MGA forward in some way.

Please attach a detailed description of the following:

- Names of the individuals to receive the development
- Breakdown of how the money requested will be spent
- Scope of the development and need that will be addressed
- The names of individuals or the group who will provide training (if any)
- Benefit to the individual and/or MGA
- An assessment plan that shows measureable improvement (pre and post data are preferred)

Submitted By (please print) _____ Date _____

Approved by Manager _____ Date _____

Approved by Next Level MNGT _____ Date _____

Approved by Vice President _____ Date _____

.....**Funding Approval Noted Below**.....

Approved by: _____ Date: _____ Date Development was Completed: _____