



## Professional Development Funding for NonAcademic Staff

PCs, CNIs, Pls. Other documents exist for Extension support staff and for Extension academic positions.

### RESOURCES AVAILABLE UPON COMPLETION OF 1 YEAR OF SERVICE FROM DATE OF HIRE

#### Endowed Fund Awards- Extension sponsored program

[http://www.canr.msu.edu/od/professional\\_development/ended\\_fund\\_award](http://www.canr.msu.edu/od/professional_development/ended_fund_award)

- You must have one year of service, have a 50% or more appointment, and have your supervisor's approval.
- Must be a member of an MCEA association (ESP, CNRDA, MAEA, MAE4-HYS, MEAFCS).
- Award amount varies from \$100-\$600.
- Must complete the application found at the bottom of the page (link found above) to apply.

#### KJ Moilanen Memorial Scholarship Fund Award- Extension sponsored program

[http://www.canr.msu.edu/od/professional\\_development/k.j.moilanen\\_memorial\\_scholarship\\_fund\\_award](http://www.canr.msu.edu/od/professional_development/k.j.moilanen_memorial_scholarship_fund_award)

- You must have one year of continuous service and have your supervisor's approval.
- Award amount varies from \$300-\$2,000.
- Must complete the application found at the bottom of the page (link found above) to apply.

#### Educational Assistance Program

University sponsored employee benefit; all requests subject to approval from Central Human Resources

<https://hr.msu.edu/professional-development/ed-assist/index.html>

- Available to employees who have completed 12 FTEs (full-time equivalent service months) with MSU
- Non-credit courses: work-related courses and conferences.
  - \$800 to use towards the above stated courses.
  - The \$800 refreshes each academic year (mid-August of each year).
  - You cannot roll the \$800 to the next academic year.
- For Credit courses: work-related courses at an accredited institution in MI
  - MSU courses are processed as a tuition waiver up to 14 credits per academic year.
  - Non-MSU courses are processed as a reimbursement up to 14 credits per academic year.
  - Dollar amount is determined based on employee type:
    - View chart here: <https://hr.msu.edu/professional-development/ed-assist/documents/EdAssistUnionSummary.pdf>
    - Note that Extension non-academic employees will look at the second to last box from the bottom.
    - Union support staff will look at the box that corresponds to their union type.
  - Policy and procedure can be found here: <https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/edassist.html>
  - Instructional PDF: [http://www.canr.msu.edu/od/human\\_resources/processes\\_forms](http://www.canr.msu.edu/od/human_resources/processes_forms)



## Supplemental Educational Assistance Program

Extension sponsored program

[http://www.canr.msu.edu/od/human\\_resources/Administrative%20Handbook.pdf](http://www.canr.msu.edu/od/human_resources/Administrative%20Handbook.pdf)

- Up to \$500 in supplemental dollars to PIs, PCs, CNIs.
- Can be used to reimburse non-academic employee for travel, books, supplies, etc.
- For credit coursed only.
- Must fill out form and submit within sixty (60) days following the completion of the semester/term.  
Form: (insert link)



## Professional Development Funding for Nonacademic Staff (PC, CNI, PI)

For non-academic employees (PCs, PIs, CNIs) in good standing who have completed 12 FTEs (full-time equivalent) service months. This is a summary document. Please click on hyperlinked titles below to learn details. Please note that there are different documents for Extension support staff and for Extension academic positions.

	<a href="#">MSU Educational Assistance</a>	<a href="#">MSU Extension Supplemental Educational Assistance</a> (tuition, travel, books, supplies)	<a href="#">Moilanen Endowment</a>	<a href="#">Professional Development Endowment</a> (MCEA association* members only)
	Lump sum for credit or noncredit professional development (one sum for both).  Follows academic year cycle. (mid/late August)	Follows academic year cycle. (mid/late August)	Application due June 1. Must use in same fiscal year it is awarded.	Application cycle is 3x / year. Must use in same fiscal year it is awarded.
Point of Contact	Julie Rorick, rorick@hr.msu.edu	Extension HR, msue.hr@msu.edu	Anne Baker, amb@msu.edu	Anne Baker, amb@msu.edu
Credit-bearing course tuition assistance: MSU degrees	Ed Assistance can be used. It is provided as a waiver for part of your tuition. Follow application procedure and obtain supervisor approval.	Can be used after exhausting MSU Educational Assistance Funding.	If awarded, can be used after exhausting MSU Educational Assistance.	If awarded, can be used after exhausting MSU Educational Assistance.
Credit-bearing course tuition assistance: non-MSU degrees	Ed Assistance can be used. It is provided as tuition reimbursement. Follow application procedure and obtain supervisor approval.	Can be used after exhausting MSU Educational Assistance Funding.	If awarded, can be used after exhausting MSU Educational Assistance.	If awarded, can be used after exhausting MSU Educational Assistance.
Books and supplies relating towards a credit-bearing degree	N/A – cannot be used for books or supplies.	Can be used if the costs are associated with approved courses.	If awarded, can be used.	If awarded, can be used.
Non-credit bearing training: <a href="#">MSU Human Resources Organizational Development</a>	Ed Assistance (\$800 yearly) can be automatically applied once supervisor approves. If travel is needed to attend, the travel cannot come from this source.	N/A	If awarded, can be used after exhausting MSU Educational Assistance.	If awarded, can be used after exhausting MSU Educational Assistance.
Non-credit bearing training: Other courses	Ed Assistance (\$800 yearly) can be used for this. Follow application procedure and obtain supervisor approval.	N/A	If awarded, can be used after exhausting MSU Educational Assistance.	If awarded, can be used after exhausting MSU Educational Assistance.
Travel related to professional development (such as conferences)	N/A	N/A	If awarded, can be used.	If awarded, can be used.

\* MCEA Association members include ESP, CNRDA, MAEA, MAE4-HYS, MEAFCS. [Learn more.](#)