

SAC PD Fund FAQs

1. *Is my PD Fund award taxable?*

Funds awarded may impact your current/future tax situation. If you have questions about the tax ramifications of your award, the awardee should consult their accountant or financial planning representative.

2. *Can the PD fund pay for textbooks not covered by tuition assistance for UNO classes?*

No, we are unable to fund textbooks and fees for the PD program.

3. *Does the award have to be directly tied to my current UNO employment/position?*

Not necessarily. Professional development activities should be related to the employee's current job responsibilities and duties, increase the employee's job skills and productivity, or in another way enhance the employee's value or contribution to the department or university. We recognize that employees want an opportunity to learn new skills to help them advance into a different field or position from their current job.

4. *Can I apply for PD fund more than once?*

Yes. However, please keep in mind that funds are limited, and the program's goal is to fund requests from staff campus wide, especially for departments/units with fewer resources.

5. *Can PD fund be applied to travel only? My department will pay for the program, not the travel.*

Yes, with certain restrictions. The PD Fund can pay for registration fees, lodging, and out-of-town transportation (e.g., airfare). For the program, we are unable to fund travel costs for meals, local ground transportation, and parking fees, as well as travel costs for training that can be reasonably be obtained locally or online.

6. *Does my supervisor have to be notified if I am applying for PD funds?*

Yes. The online application includes a brief portion for the supervisor to 1) verify the applicant's eligibility, 2) indicate how much (if any) funds the department/unit can contribute to the training, 3) certify that the department/unit does not currently have funds to pay for the full amount of the applicant's requested training, 4) approve of the requested training and time needed during work hours if needed for the training.

7. *Can PD fund be used to pay for industry training, certification or continuing education credits?*

Yes, if the training is not offered through other University programs (e.g., Re-Imagining U&, NU employee scholarship).

8. *Does my department have to match funds?*

No. Your department is not required to provide matching funds or share the cost of the training. We do appreciate any cost sharing the department/unit can provide so that the limited funds we have to distribute can be used to fund more staff requests. The expectation is that departments/units should help invest in their staff and provide funds if they are available. The supervisor will indicate in the online application if their department can share costs or if no funds are currently available.

NOTE: Any expenses over the awarded amount will need to be paid by the staff member's department or paid by the individual. Travel funds will be reimbursed after travel has occurred and documentation is entered in the NU Concur system and approved. **Awardees are required to abide by all University policies, travel procedures and guidelines.**

9. How are the approved funds disbursed?

Awardees will receive an email from SAC with instructions on post-award processes. Travel funds will be reimbursed after travel has occurred and documentation is entered in the NU Concur system and approved.

10. Can a department use the PD Fund program to bring departmental-specific training to all staff?

No. The program funds individual requests only.

11. Can my supervisor require me to take vacation time for the funded PD training (e.g., class at Metro during work hours)?

If the training is scheduled during working hours, employees need to work with their supervisor to rearrange the employee's hours to accommodate enrollment as needed. The Chancellor fully supports this program and has communicated to all deans, department heads, and supervisors that providing the time needed for employees to participate in the program is a priority.

12. Can I ask for more than one professional development opportunity in an application?

Yes. You can request multiple trainings in a single application if they are related to the same subject matter or skill set. For multiple unrelated trainings, please submit a separate application for each training requested.

13. Is international travel allowed?

International travel is allowed, but the request must contain a strong justification to show that there is no comparable training available domestically or online. All University travel guidelines and policies must be followed, including Dean or VC approval, international travel insurance purchase, etc.