

# Professional Development

MRI supports staff enrichment and professional development activities.

## Overview

To apply, interested staff are required to complete an application outlining their professional goals regarding the requested activity and the estimated cost.

The professional development activity may include conferences, workshops, or non-credit classes. Travel costs such as lodging, mileage, car rental and fuel, airfare, baggage fees, applicable meal per diems, and registration fees may be covered.

The requests will be reviewed by the staff member's supervisor and the MRI Associate Director.



# Professional Development - Overview

MRI supports staff enrichment and professional development activities.

## What's offered:

Both free opportunities and those that involve an associated cost. On-line or on campus training, conferences, workshops, or non-credit classes. Travel costs such as lodging, mileage, car rental and fuel, airfare, baggage fees, applicable meal per diems, and registration fees may be covered.

## When to Apply:

Any professional development activity that requires a minimum of 4 hours – regardless if it is free or has an associated cost.

## How to Apply:

Complete an online form outlining your professional goals regarding the requested activity and the estimated cost.

## Who approves:

The requests will be reviewed by the staff member's supervisor and the MRI Associate Director.

# Moving Forward

- **ALL** professional development requests will use this form so that MRI can track impact and recognize staff members that complete professional development activities at the annual MRI Staff Retreat
- MRI has designated a small fund for activities that are not directly related to your work responsibilities but does result in benefits to you and your role
- We need supervisors to encourage use of this process
- Watch for an email with details



# Professional Development

## Criteria

- Applicant must be an MRI staff employee (full-time, exempt or non-exempt).
- Staff employee must have been employed in MRI full-time for at least 12 months.
- Applications are due PRIOR to the requested activity.
- Activity location must be in the continental United States.
- All travel and expenses must comply with PSU Travel Policy TR02.

## Notification / Disbursement of Funds

- Applicants will be notified of the decision by the MRI Associate Director. Activity related costs will be reimbursed through an expense report submitted in SAP CONCUR system.
- If the recipient leaves MRI prior to finishing the activity, reimbursement for the activity is forfeited.

# Professional Development Process

