

Committee Final Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Final Report

****Date:** August 1, 2014

****Committee Name:** NMRT - Professional Development Grant Committee

****Supervising Board Member:** Kate Kosturski

****Chair, Co-Chairs, Assistant Chairs:** Melanie T. Kowalski

****Committee members:** Allison Coltin, Damecia Donahue, Julia Frankosky, Nicole Brock

****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

Following confirmation of funding for the grant in February 2014, the committee promoted the grant to several professional listservs. We also worked in conjunction with NMRT marketing to ensure appropriate distribution through NMRT social media and web spaces. The committee collected and evaluated a total of 33 qualifying applications. This exceeded our goal of 25 applications. The committee selected the award recipient, Samantha Helmick, using a criteria-based decision matrix.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

The criteria-based decision matrix used in evaluation did not clearly align with the application and promotional materials. The committee agrees that it would benefit next year's committee to reevaluate those tools to facilitate more accurate and objective evaluation of candidates.

Additionally, since the grant lost vendor-sponsorship, the committee has had to wait until after Mid-Winter to begin advertising the grant. The committee believes that this may result in receipt of fewer applicants. It also creates a stressful 1-month evaluation crunch for committee members themselves. It is recommended that next year's committee work with the NMRT Board to ensure funding is available early in the Fall to allow for an extended application period and an extended review period.

Financial Report Section:

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| Your budget appropriation (see budget) | a. 0 |
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| Amount which you have spent this year | b. 0 |
| Difference between budgeted amount and amount spend (a-b) | c. 0 |

****Report submitted by:**

Melanie T. Kowalski, Chair

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