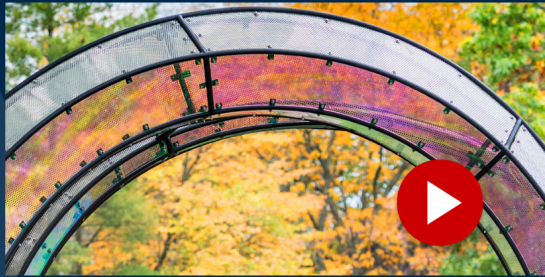




How to Apply for the Career Development Fund for Staff

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 UNIVERSITY OF MICHIGAN



How to apply for the Career Development Fund

This guide will walk you through the detailed process of applying for the Career Development Fund.

Go to hr.umich.edu

01 Introduction

To get started, access our Career Development Fund for Staff web page.



← [Working at U-M](#)

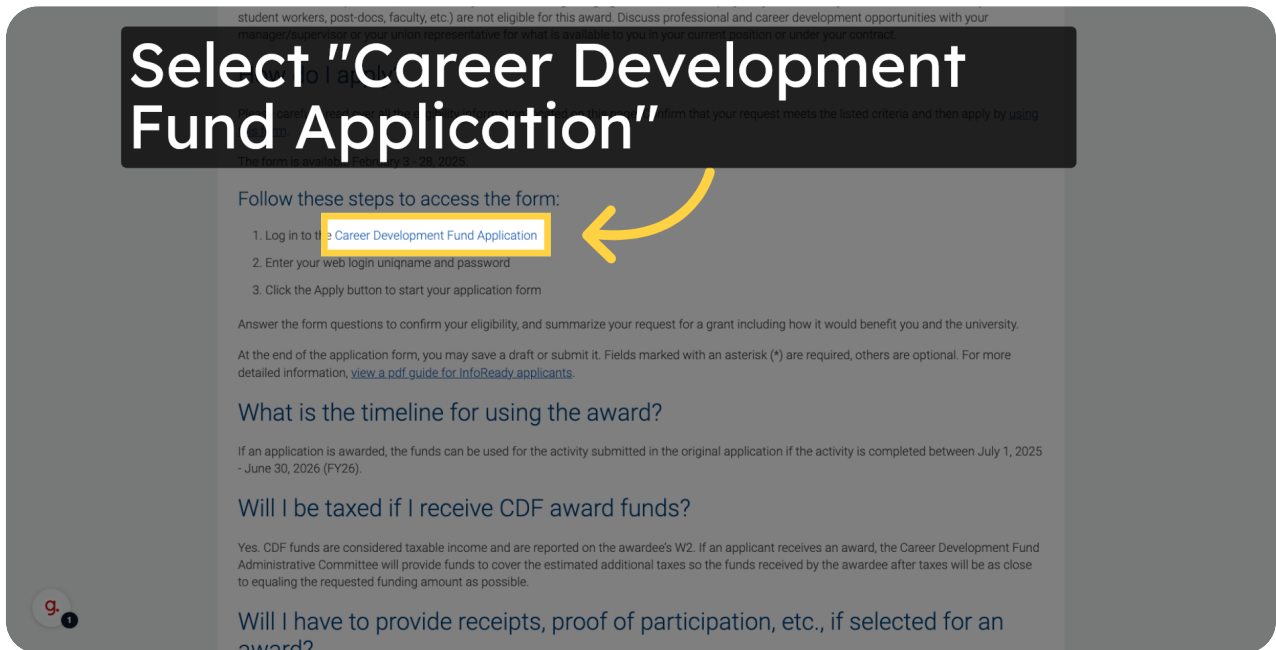
Career Development Fund for Staff

The Career Development Fund for Staff provides financial grants of up to \$1,500 for full-time regular staff at every academic campus and Michigan Medicine to fund a wide range of learning opportunities. The goal is to help facilitate your learning, growth, and collaboration.

If you have never received a Career Development Fund grant, please consider applying.

02 Select "Career Development Fund Application"

Scroll to the portion where it says "follow these steps to access the form." Select Career Development Fund Application to open the link.



student workers, post-docs, faculty, etc.) are not eligible for this award. Discuss professional and career development opportunities with your advisor or your department chair. You may also want to discuss your request with your department chair.

Select "Career Development Fund Application"

Follow these steps to access the form:

1. Log in to the **Career Development Fund Application**
2. Enter your web login username and password
3. Click the Apply button to start your application form

Answer the form questions to confirm your eligibility, and summarize your request for a grant including how it would benefit you and the university.

At the end of the application form, you may save a draft or submit it. Fields marked with an asterisk (*) are required, others are optional. For more detailed information, [view a pdf guide for InfoReady applicants](#).

What is the timeline for using the award?

If an application is awarded, the funds can be used for the activity submitted in the original application if the activity is completed between July 1, 2025 - June 30, 2026 (FY26).

Will I be taxed if I receive CDF award funds?

Yes. CDF funds are considered taxable income and are reported on the awardee's W2. If an applicant receives an award, the Career Development Fund Administrative Committee will provide funds to cover the estimated additional taxes so the funds received by the awardee after taxes will be as close to equaling the requested funding amount as possible.

Will I have to provide receipts, proof of participation, etc., if selected for an award?

03 Start your application on InfoReady

You will then be taken to the Human Resources page within InfoReady where you can begin your Career Development Fund application.

The screenshot shows a web interface for the 'FY26-27 Career Development Fund'. At the top, there are navigation links for 'HOME' and 'CALENDAR'. The main title is 'FY26-27 Career Development Fund' with a PDF icon to its right. Below the title are two buttons: 'Details' and 'Apply'. The content is organized into three expandable sections: 'Dates', 'Details', and 'Description'. The 'Dates' section shows an 'Internal Submission Deadline' of Saturday, February 28, 2026, with an 'ADD TO CALENDAR' link. The 'Details' section lists 'Administrator(s): Career Development Fund (Owner)', 'Cycle: FY26', 'Number of Applications Allowed Per Applicant: 1', and 'Award Range: \$50 - \$1,500'. The 'Description' section contains a paragraph about the fund's purpose and a bullet point: 'To start your application select the apply button'. At the bottom of the content area is an 'Apply' button. The footer of the page includes a search bar and a 'Career Development Fund' label.

FY26-27 Career Development Fund PDF

Details Apply

FY26-27 Career Development Fund

Dates ▾

Internal Submission Deadline: Saturday, February 28, 2026
ADD TO CALENDAR

Details ▾

Administrator(s): Career Development Fund (Owner)
Cycle: FY26
Number of Applications Allowed Per Applicant: 1
Award Range: \$50 - \$1,500

Description ▾

To expand staff access to development opportunities and create more equitable investments in career support, U-M introduced the Staff Career Development Fund. Administered by University Human Resources, this initiative is the latest evolution of the Voices Career Development Fund. The program receives annual funding from the Office of the Executive Vice President and Chief Financial Officer.

- To start your application select the apply button

Apply

Career Development Fund

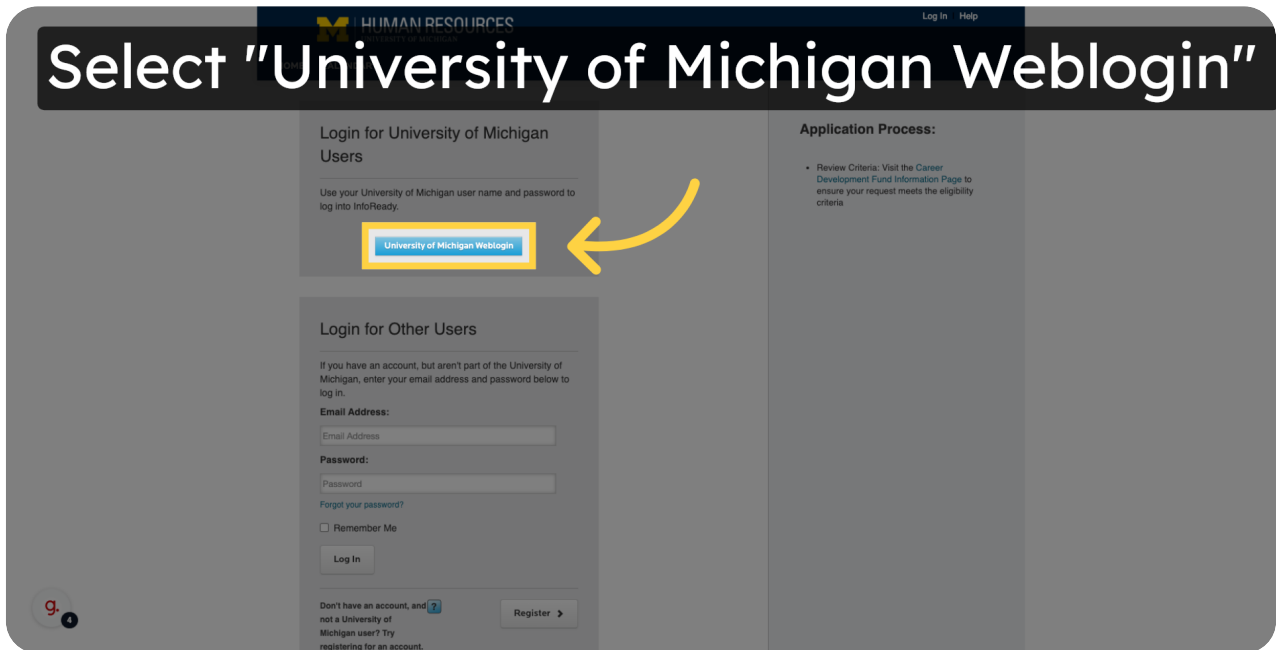
04 Select "Apply"

Select apply to begin.

The screenshot displays the 'FY25-26 Career Development Fund' page on the University of Michigan Human Resources website. The page features a dark blue header with the university logo and navigation links. A large black box with white text reads 'Select "Apply"'. Below this, the page is organized into sections: 'Dates' (Internal Submission Deadline: Friday, February 28, 2025), 'Details' (Administrator(s): Career Development Fund (Owner), Cycle: FY25, Number of Applications Allowed Per Applicant: 1, Award Range: \$50 - \$1,500), and 'Description' (To expand staff access to development opportunities and create more equitable investments in career support, U-M introduced the Staff Career Development Fund. Administered by University Human Resources, this initiative is the latest evolution of the Voices Career Development Fund. The program receives annual funding from the Office of the Executive Vice President and Chief Financial Officer. To start your application select the apply button). A yellow box highlights the 'Apply' button, and a yellow arrow points to it from the right. The footer includes contact information for the Career Development Fund, a link to the Organizational Learning team, and an InfoReady Accessibility logo.

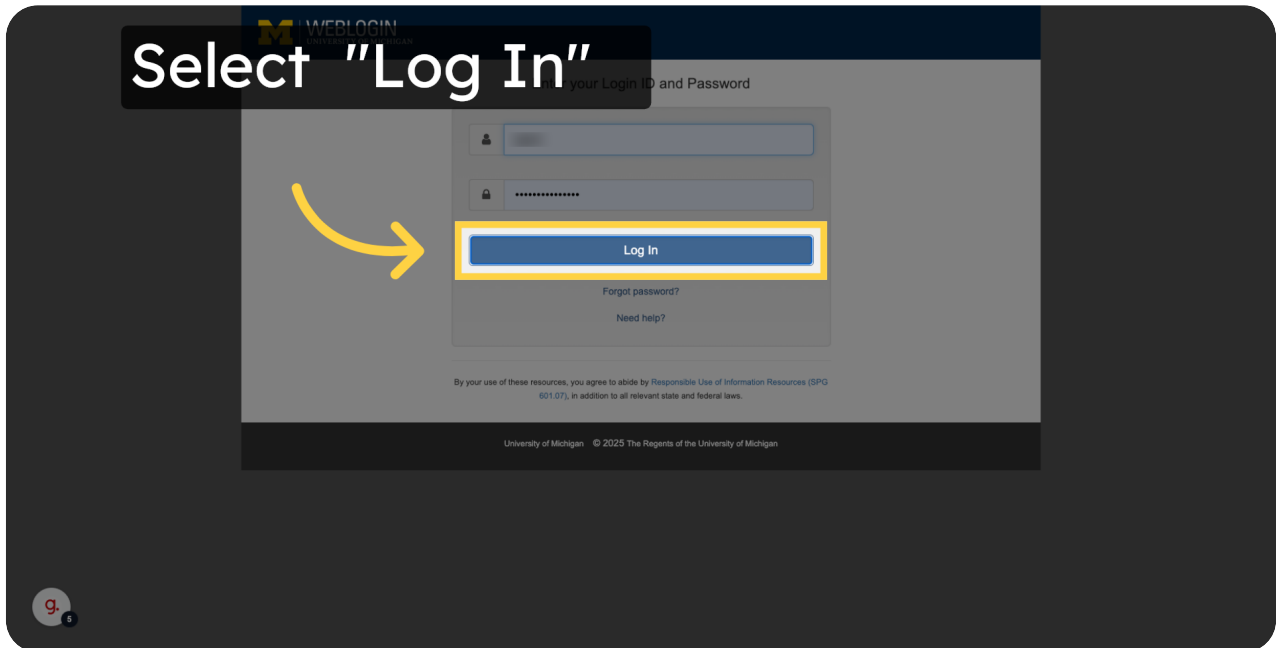
05 Select "University of Michigan Weblogin"

Select the "University of Michigan Weblogin" button to proceed to the single sign-on to enter your U-M login credentials.



06 Select "Log In"

Enter your uniqname and your U-M password. Select log in to complete the single sign-on process.



07 Select "Next"

Carefully review the instructions for the application process. When you are ready to begin, select the next button.

The screenshot shows a web application interface for the 'FY25-26 Career Development Fund'. At the top, there is a header with the title and a 'PDF' button. A large black box with white text 'Select "Next"' is overlaid on the top left. Below the header, there is a section titled 'Instructions' with a 'Please Review:' sub-header. The instructions text reads: 'Significant updates have been made to the Career Development Fund. Review the key updates on our webpage.' followed by a bulleted list: '• You can select "Save as Draft" in the lower left corner at any time to save progress', '• You can return to your draft at any time by logging in and going to the "Applications" tab', '• If you would like a copy of your application, select the "PDF" button in the upper right corner to download a pdf of your application', and '• Please carefully review prior to submitting. Only one application is allowed per person. Once you submit your application it is locked for editing.' A yellow arrow points from the instructions section to a 'Next' button located at the bottom right of the instructions box. At the bottom left of the page, there is a 'Save as Draft' button and a small 'g.' logo.

08 Fill in your University Information

Fill in your personal information. You'll write your first name, your last name, your U of M ID number, confirming that it is 8 digits long, and your umich email. As you will see in the example, please use your `uniquename@umich.edu`.

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

Page 2 of 3

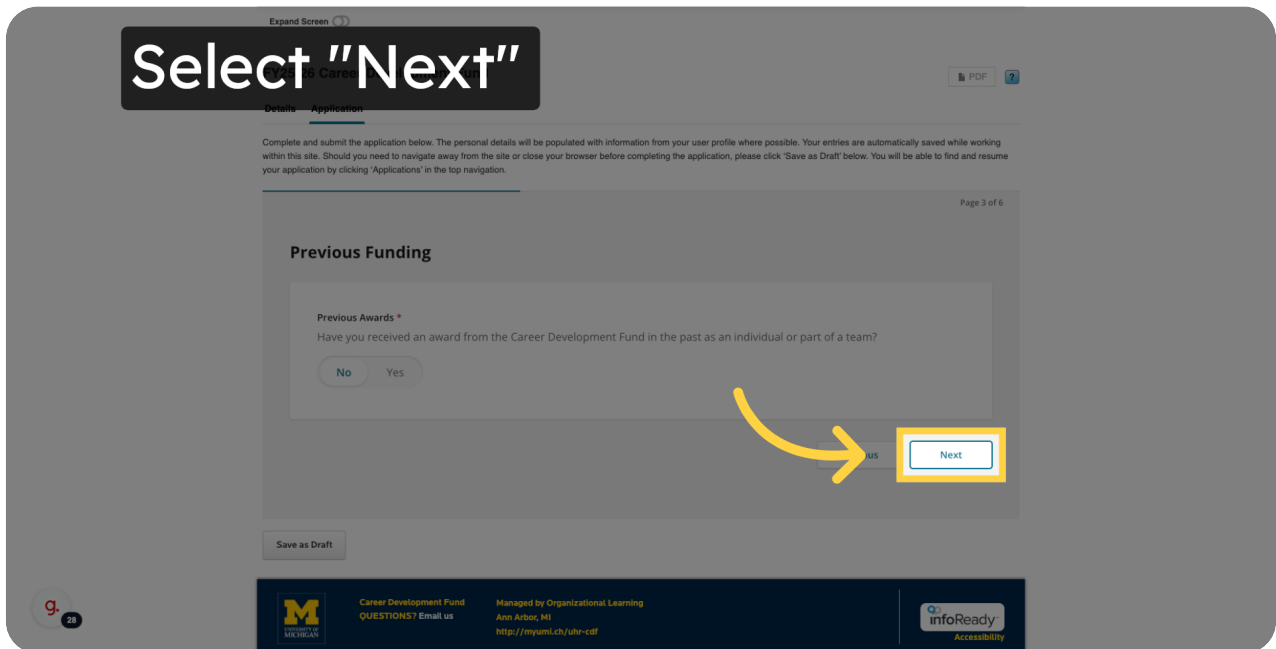
University Information

First Name * <input type="text"/>	Last Name * <input type="text"/>
UMID * Confirm your eight digit ID (printed on your Mcard) <input type="text"/>	Email * Enter your umich email address <input type="text" value="Uniquename@umich.edu"/>
Application Keywords * Summarize your application in five words or less <input type="text"/>	
Campus *	



09 Select "Next"

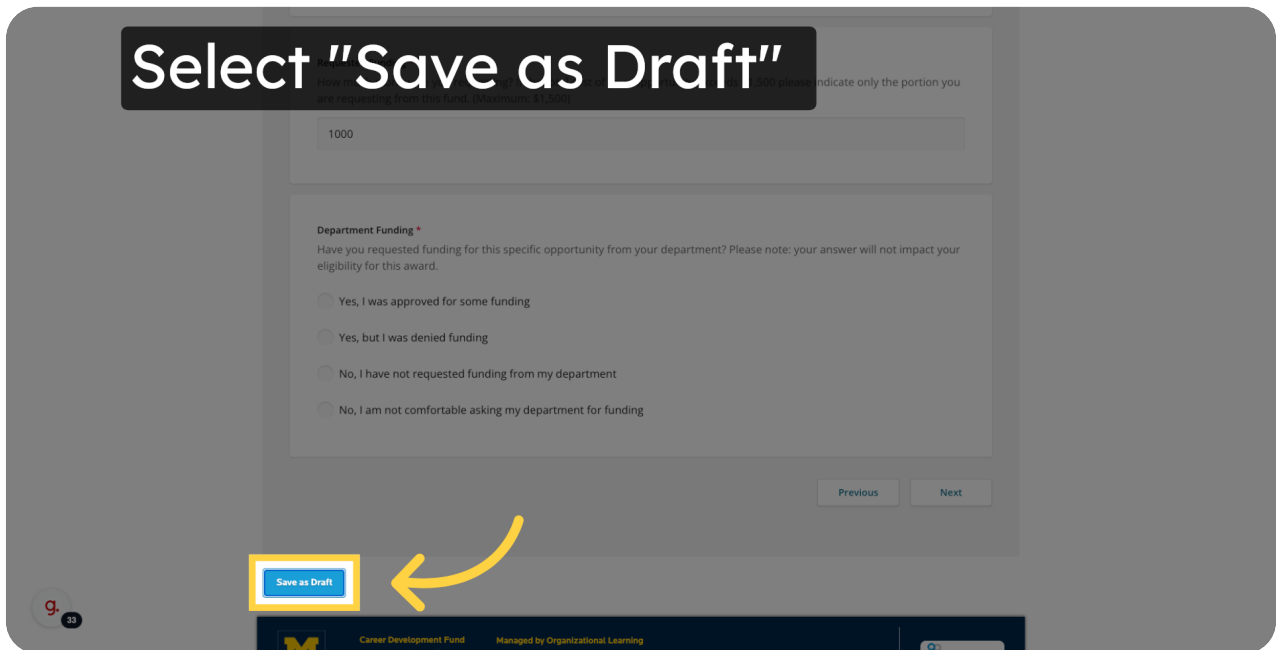
The application is broken into different pages of information. When you complete one page, you will select the next button to proceed to the following page of the application.



The screenshot shows a web application interface. At the top, there is a header with the text "Select \"Next\"". Below the header, there is a sub-header "Details - Application". A paragraph of text explains that the application is automatically saved and can be resumed. The main content area is titled "Previous Funding" and contains a section "Previous Awards *". This section asks the user "Have you received an award from the Career Development Fund in the past as an individual or part of a team?" and provides two radio button options: "No" and "Yes". Below the options, there is a "Next" button highlighted with a yellow box, and a yellow arrow points to it from the left. At the bottom of the page, there is a footer with logos for Michigan State University, Career Development Fund, and InfoReady, along with contact information and a URL.

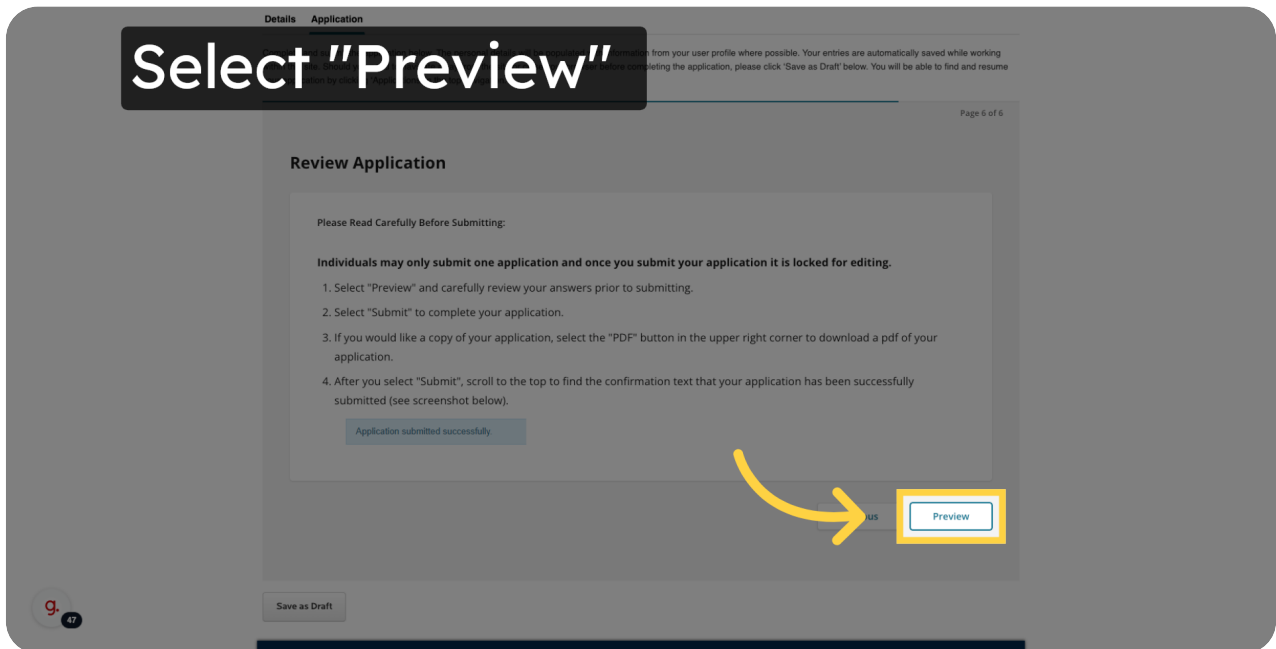
10 Select "Save as Draft"

At any point of filling out your application, you can save it as a draft. Perhaps, you decide you would like to do more research and come back and fill out your application later. If that's the case, select the save as draft button to save your application.



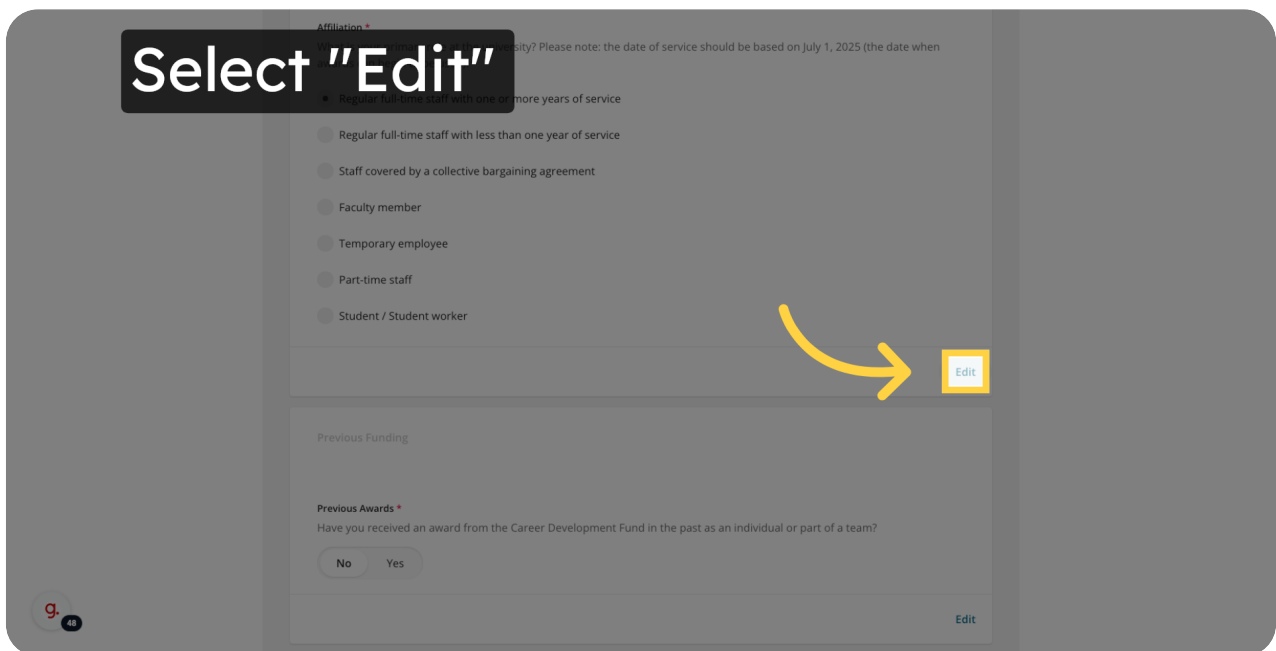
11 Select "Preview"

The final page of the application will prompt you to review it. Please carefully read the instructions and then select preview to go back and review your answers on the application.



12 Select "Edit"

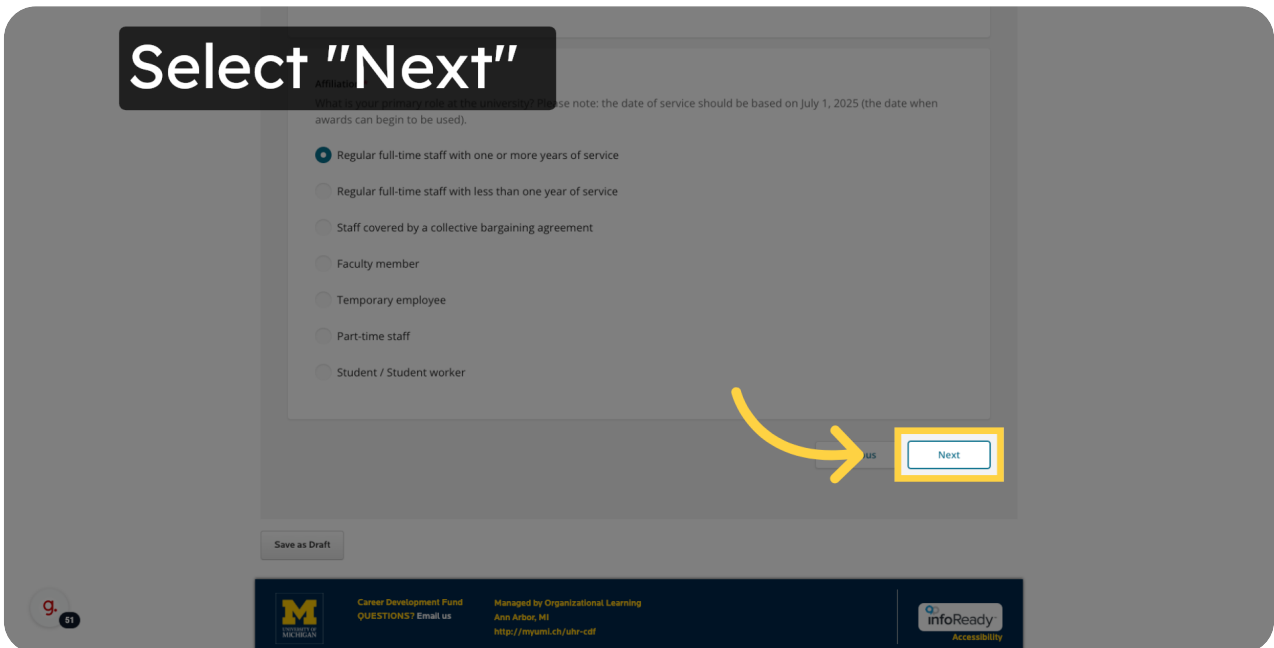
As you go back to review your application, if you notice there are any sections where you need to update your answer, select the edit button underneath that section to change your answer.



A screenshot of a web application form. A large black box with white text "Select 'Edit'" is overlaid on the top left. The form contains several sections: "Affiliation *", "Regular full-time staff with less than one year of service", "Staff covered by a collective bargaining agreement", "Faculty member", "Temporary employee", "Part-time staff", and "Student / Student worker". Below these is a section for "Previous Awards *". A yellow arrow points to a yellow-bordered "Edit" button located at the bottom right of the form. In the bottom left corner, there is a small logo with the letter "g" and the number "48".

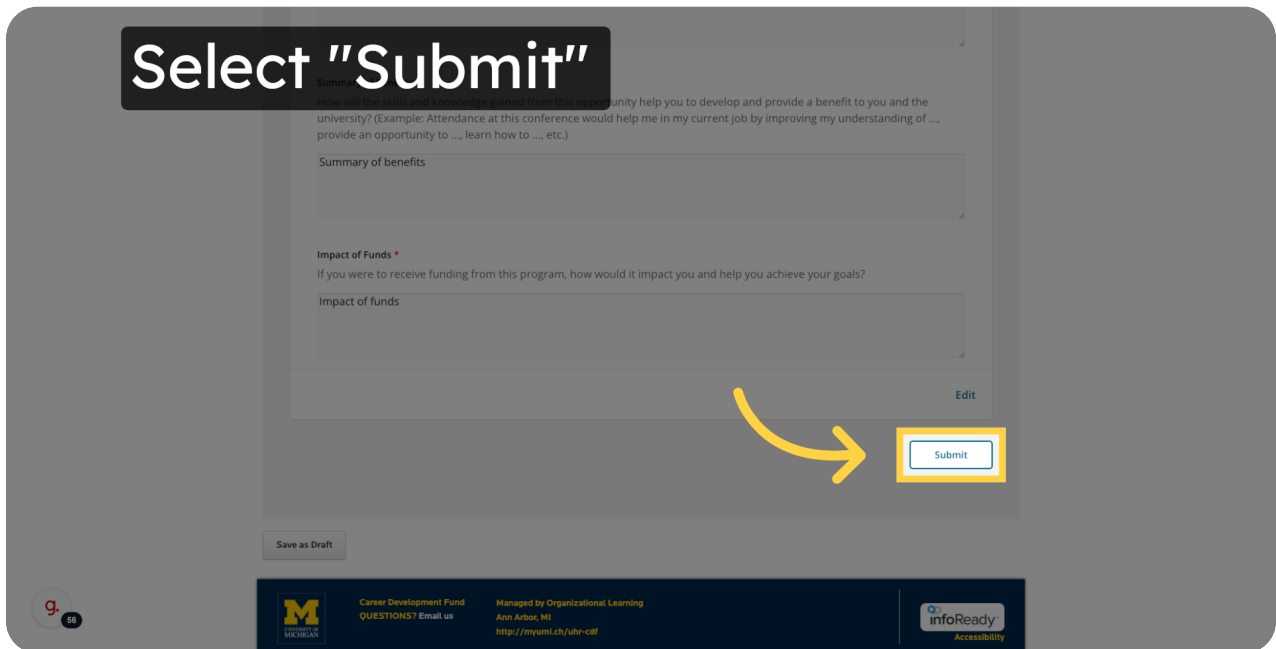
13 Select "Next"

As you are reviewing your application, select next to proceed through each portion of the application.



14 Select "Submit"

When you have completed the review of your application, select the submit button to finalize the submission of your application.



The image shows a screenshot of an application form. A large black box with white text "Select 'Submit'" is overlaid on the top left. The form contains several text input fields: "Summary of benefits" and "Impact of funds". A yellow arrow points from the "Impact of funds" field to a "Submit" button, which is highlighted with a yellow border. Below the "Submit" button is a "Save as Draft" button. The footer of the page includes the Michigan State University logo, contact information for the Career Development Fund, and the InfoReady logo.

Select "Submit"

Summary of benefits

Impact of Funds *

Impact of funds

Submit

Save as Draft

g. 56

M MICHIGAN STATE UNIVERSITY

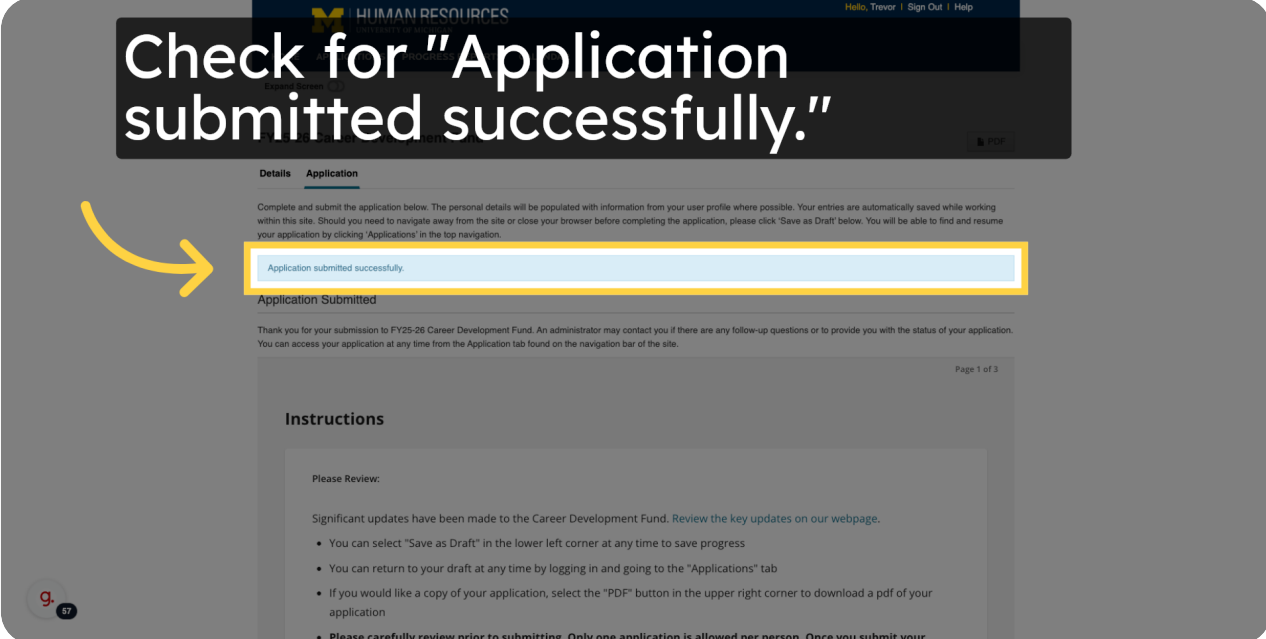
Career Development Fund
QUESTIONS? Email us

Managed by Organizational Learning
Ann Arbor, MI
<http://myumt.ch/uh-cdf>

InfoReady
Accessibility

15 Check for "Application submitted successfully."

You will see a screenshot of your application that you just submitted. Please scroll up and look for the message that says "application submitted successfully" to confirm your submission.



The screenshot displays a web application interface for "HUMAN RESOURCES". At the top, there is a navigation bar with "Hello, Trevor | Sign Out | Help". The main content area is titled "Details Application". A large, semi-transparent black box with white text is overlaid on the top half of the page, reading "Check for 'Application submitted successfully.'". Below this, a yellow arrow points to a light blue box containing the text "Application submitted successfully.". Underneath this message, the text "Application Submitted" is visible, followed by a thank-you message and instructions. The instructions section is titled "Instructions" and includes a "Please Review:" section with a list of bullet points. The page number "Page 1 of 3" is visible in the bottom right corner. A small logo with the letter "g." and the number "57" is in the bottom left corner.

g. 57

Page 1 of 3

Check for "Application submitted successfully."

Details Application

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

Application submitted successfully.

Application Submitted

Thank you for your submission to FY25-26 Career Development Fund. An administrator may contact you if there are any follow-up questions or to provide you with the status of your application. You can access your application at any time from the Application tab found on the navigation bar of the site.

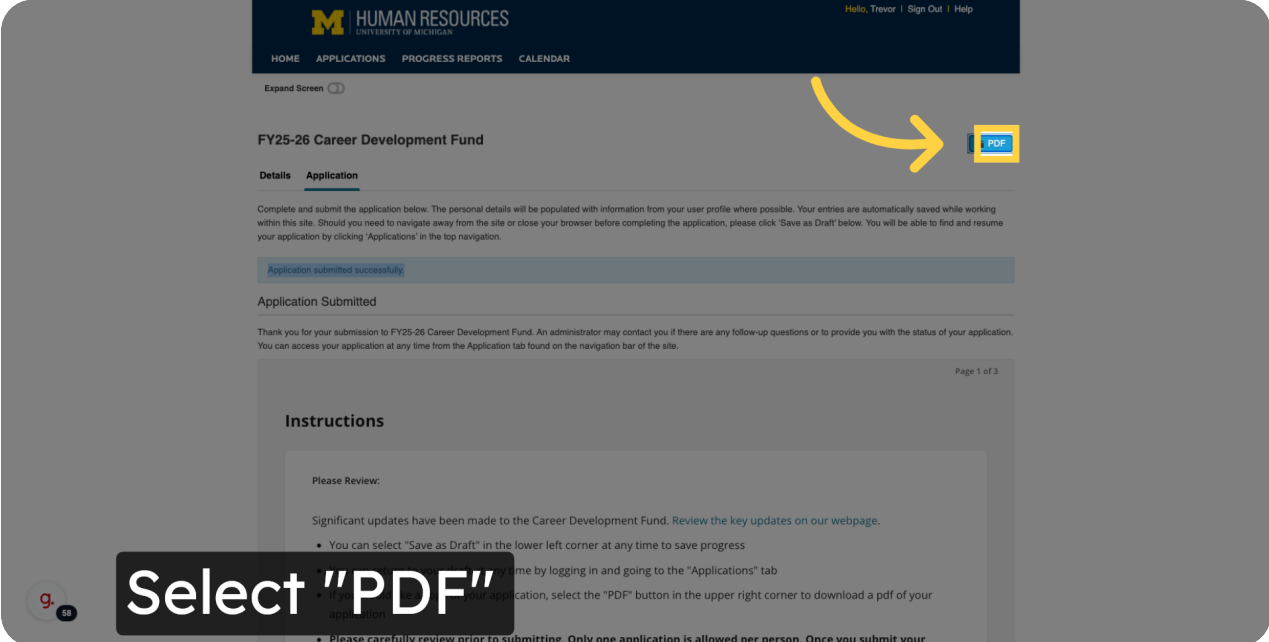
Instructions

Please Review:

- Significant updates have been made to the Career Development Fund. Review the key updates on our webpage.
- You can select "Save as Draft" in the lower left corner at any time to save progress
- You can return to your draft at any time by logging in and going to the "Applications" tab
- If you would like a copy of your application, select the "PDF" button in the upper right corner to download a pdf of your application
- Please carefully review prior to submitting. Only one application is allowed per person. Once you submit your**

16 Select "PDF"

If you would like to download a PDF of your application, select the PDF button in the upper right corner.



The screenshot displays the 'HUMAN RESOURCES UNIVERSITY OF MICHIGAN' header with navigation links: HOME, APPLICATIONS, PROGRESS REPORTS, and CALENDAR. The user is logged in as 'Hello, Trevor' with links for 'Sign Out' and 'Help'. The main content area is titled 'FY25-26 Career Development Fund' and includes a 'Details' tab and an 'Application' sub-tab. A yellow arrow points to a 'PDF' button in the top right corner. Below the header, there is a message: 'Application submitted successfully.' and a section titled 'Application Submitted' with a thank-you note and instructions. A 'Instructions' box contains the following text:

Please Review:

Significant updates have been made to the Career Development Fund. Review the key updates on our webpage.

- You can select "Save as Draft" in the lower left corner at any time to save progress
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time by logging in and going to the "Applications" tab

application, select the "PDF" button in the upper right corner to download a pdf of your application.

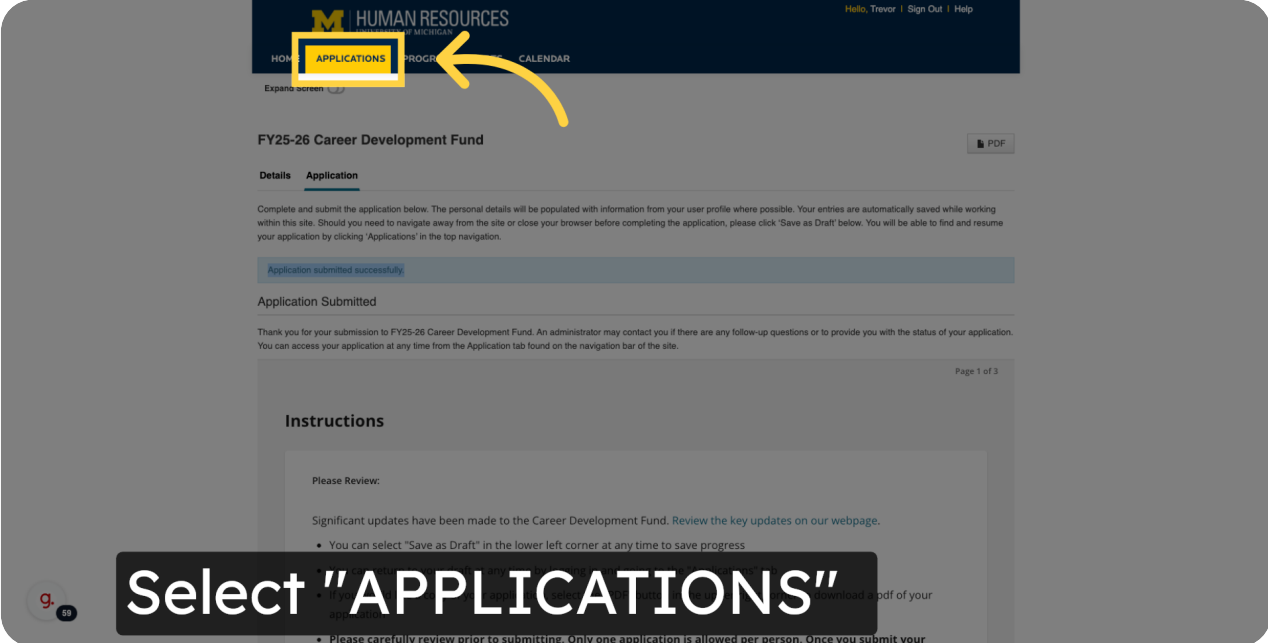
- Please carefully review prior to submitting. Only one application is allowed per person. Once you submit your

Page 1 of 3

Select "PDF"

17 Select "APPLICATIONS"

Your application history can be accessed by selecting the applications tab from the global navigation bar at the top of the screen. Select applications to view the status of a current application or to edit a draft.



The screenshot displays the top navigation bar of the Human Resources website. The 'APPLICATIONS' tab is highlighted with a yellow box, and a yellow arrow points to it from the right. The page content below shows the 'FY25-26 Career Development Fund' application details, including a 'Details' tab, a 'PDF' download button, and a 'Please Review' section with instructions. A large black box with white text at the bottom of the screenshot reads 'Select "APPLICATIONS"'. The page number 'Page 1 of 3' is visible in the bottom right corner.

18 Review "Status"

Check the status of your application by reviewing what it says in the status column. If you had previously saved a draft, it will say draft here. You can simply click on the application title to open it up and continue your application. To ensure that you've successfully submitted your application, make sure it says "submitted" under the status column.

The screenshot shows the 'Your Applications' page in the Human Resources system. A table lists applications with columns for Application Title, Competitions, Status, Due Date, Organizer, Cycle, and Actions. The 'Status' column for the first application is highlighted with a yellow box, and a yellow arrow points to it from a text overlay that says 'Review Status'.

Application Title	Competitions	Status	Due Date	Organizer	Cycle	Actions
Professional Development Conference 2025 (000026)	FY25-26 Career Development Fund	Submitted	02/28/2025	All	FY25	

Showing 1 to 1 of 1 entries

University of Michigan Career Development Fund QUESTIONS? Email us Managed by Organizational Learning Ann Arbor, MI <http://myumich.edu/ohr-cdf> infoReady Accessibility

Thank you for your interest in the Career Development Fund for staff. We hope you found this video useful as you fill out your application. For more information, visit our website, <http://myu-mi.ch/uhr-cdf>.

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