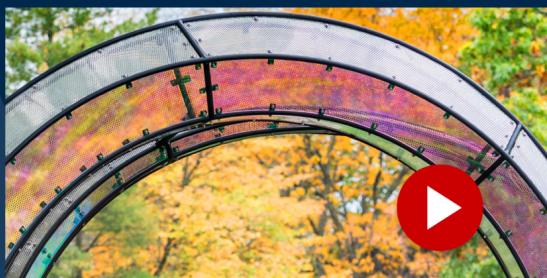




CDF: How to Apply for the Career Development Fund for Staff

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 UNIVERSITY OF MICHIGAN



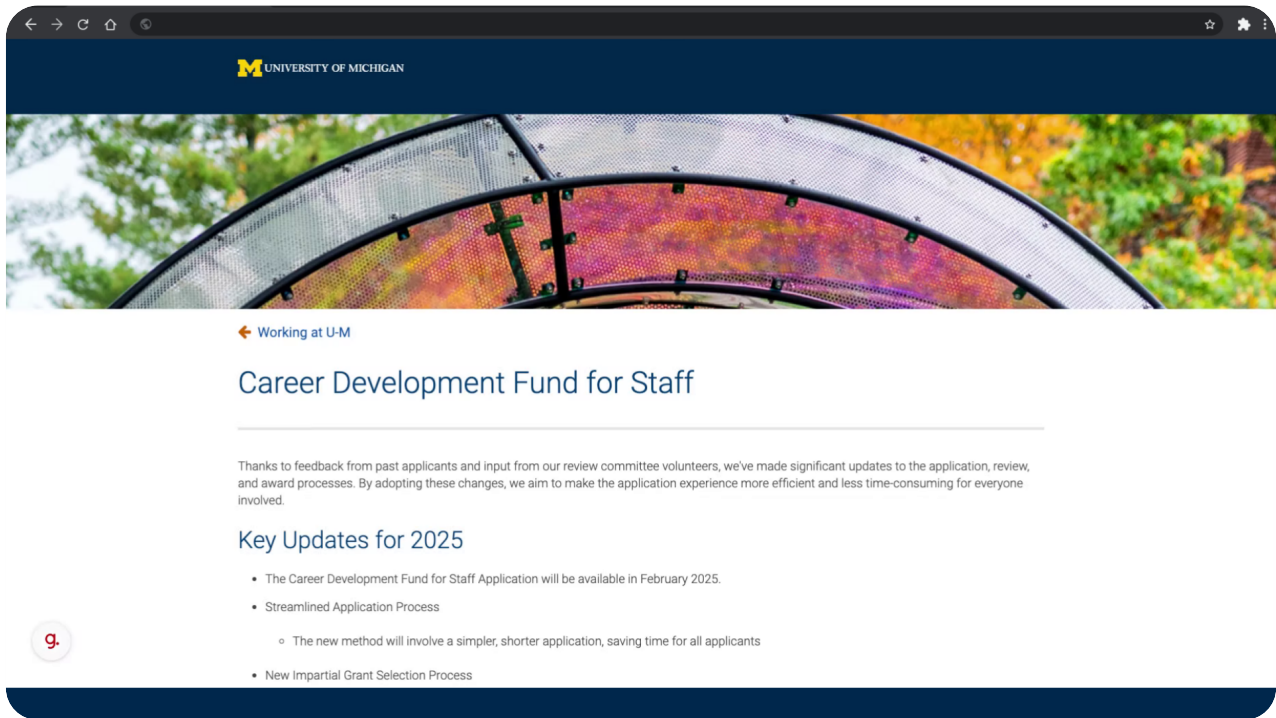
How to apply for the Career Development Fund

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.



The screenshot shows a web browser window displaying the University of Michigan Career Development Fund for Staff page. The browser's address bar shows the URL <https://hr.umich.edu>. The page features a dark blue header with the University of Michigan logo and name. Below the header is a large image of a colorful, abstract pattern. A navigation link "Working at U-M" is visible. The main heading is "Career Development Fund for Staff". A paragraph of text explains that the application, review, and award processes have been updated to be more efficient. A section titled "Key Updates for 2025" lists three updates: the application availability in February 2025, a streamlined application process, and a new impartial grant selection process. A small red circle with the number "9" is located in the bottom left corner of the page.

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Working at U-M

Career Development Fund for Staff

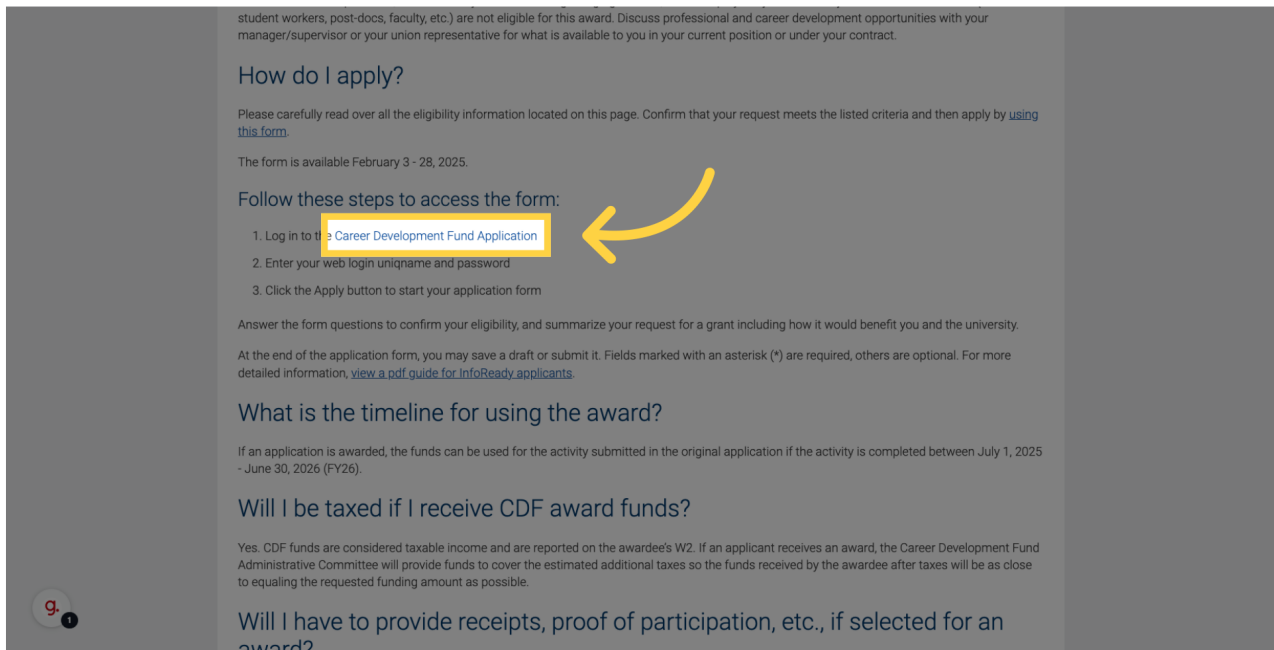
Thanks to feedback from past applicants and input from our review committee volunteers, we've made significant updates to the application, review, and award processes. By adopting these changes, we aim to make the application experience more efficient and less time-consuming for everyone involved.

Key Updates for 2025

- The Career Development Fund for Staff Application will be available in February 2025.
- Streamlined Application Process
 - The new method will involve a simpler, shorter application, saving time for all applicants
- New Impartial Grant Selection Process

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 manager/supervisor or your union representative for what is available to you in your current position or under your contract.

How do I apply?

Please carefully read over all the eligibility information located on this page. Confirm that your request meets the listed criteria and then apply by [using this form](#).

The form is available February 3 - 28, 2025.

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?

g.

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 the 'FY25-26 Career Development Fund' application page on the InfoReady system. The page header includes the University of Michigan logo and 'HUMAN RESOURCES' text, with navigation links for 'HOME' and 'CALENDAR'. A 'Log In' and 'Help' link is also present. The main content area features a 'Details' tab and an 'Apply' button. Below this, the 'FY25-26 Career Development Fund' section is expanded to show 'Dates' and 'Details'. The 'Dates' section indicates an 'Internal Submission Deadline' of Friday, February 28, 2025, with an 'ADD TO CALENDAR' link. The 'Details' section lists the 'Administrator(s)' as Career Development Fund (Owner), the 'Cycle' as FY25, the 'Number of Applications Allowed Per Applicant' as 1, and the 'Award Range' as \$50 - \$1,500. A 'Description' section explains the fund's purpose and includes a bullet point: 'To start your application select the apply button'. A blue 'Apply' button is located below the description. The footer contains contact information for the Career Development Fund, managed by Organizational Learning, and the InfoReady logo with an 'Accessibility' link.

M HUMAN RESOURCES
UNIVERSITY OF MICHIGAN

Log In Help

HOME CALENDAR

FY25-26 Career Development Fund PDF

Details Apply

FY25-26 Career Development Fund

▼ Dates

Internal Submission Deadline: Friday, February 28, 2025
ADD TO CALENDAR

▼ Details

Administrator(s): Career Development Fund (Owner)
Cycle: FY25
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

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Career Development Fund
QUESTIONS? Email us

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

infoReady
Accessibility

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 'M HUMAN RESOURCES UNIVERSITY OF MICHIGAN' logo and navigation links for 'HOME' and 'CALENDAR'. A 'Log In Help' link is also present. Below the header, the page title 'FY25-26 Career Development Fund' is shown, along with a 'PDF' icon. The main content area is divided into sections: 'Details' (with an 'Apply' button), 'Dates' (listing an internal submission deadline of Friday, February 28, 2025), 'Details' (providing administrator, cycle, and application limits), and 'Description' (explaining the fund's purpose). A yellow box highlights the 'Apply' button, and a yellow arrow points to it from the right. The footer contains contact information for the Career Development Fund, including an email link, and logos for 'infoReady' and 'Accessibility'.

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.

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Log In Help

HOME CALENDAR

Login for University of Michigan Users

Use your University of Michigan user name and password to log into InfoReady.

[University of Michigan Weblogin](#)

Login for Other Users

If you have an account, but aren't part of the University of Michigan, enter your email address and password below to log in.

Email Address:
Email Address

Password:
Password

[Forgot your password?](#)

Remember Me

Log In

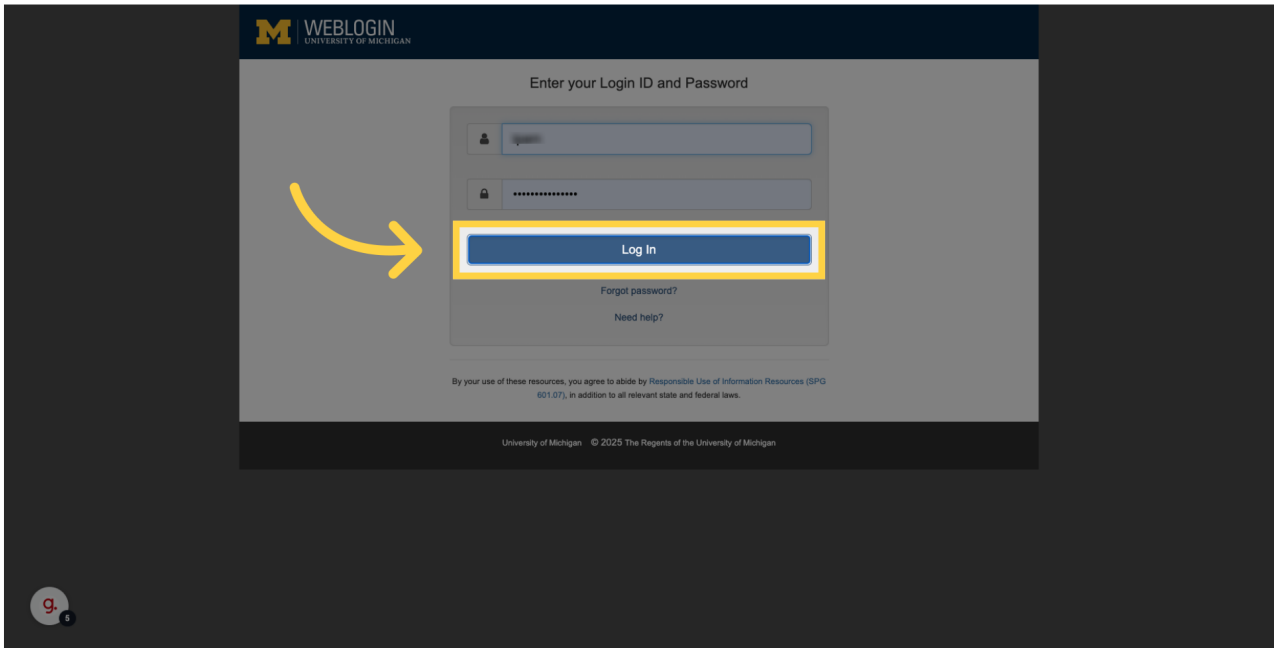
Don't have an account, and not a University of Michigan user? Try [Register](#) for an account.

Application Process:

- Review Criteria: Visit the [Career Development Fund Information Page](#) to ensure your request meets the eligibility criteria.

06 Select "Log In"

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



07 Select "FY25-26 Career Development Fund"

Select the FY25 to 26 Career Development Fund.

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HOME APPLICATIONS PROGRESS REPORTS CALENDAR

University of Michigan Career Development Fund for Staff

Welcome Trevor. You have no new activity coming up.

The Career Development Fund for Staff provides financial grants for staff to help facilitate your learning, growth, and collaboration. Once the application and review process is complete, winners will be awarded up to \$1,500 on an individual basis. The awardees will then have one year to provide documentation and complete a post-program survey to complete this program successfully.

To be eligible for consideration applicants must be:

- Regular full-time U-M staff members in good standing, not covered by a collective bargaining agreement
- Employed at an academic campus or Michigan Medicine
- Employed for one or more years of service by July 1, 2025

Timeline for using the award:

- FY26 (July 1, 2025 - June 30, 2026)

Search:

Title	Due Date	Category	Cycle
FY25-26 Career Development Fund	08/2025	All	FY25

Showing 1 to 1 of 1 entries

08 Select "Apply"

Select apply to begin your application.

The screenshot displays the 'FY25-26 Career Development Fund' application page on the University of Michigan Human Resources website. The page features a dark blue header with the university logo and navigation links. Below the header, the page title 'FY25-26 Career Development Fund' is shown, along with a 'PDF' icon. The main content area is divided into sections: 'Details' (with an 'Apply' button), 'Dates' (listing the internal submission deadline as Friday, February 28, 2025), 'Details' (providing administrator, cycle, and application limits), and 'Description' (explaining the fund's purpose). A yellow box highlights the 'Apply' button, and a yellow arrow points to it from the right. The footer contains contact information for the Career Development Fund and the infoReady accessibility logo.

09 Select "Next"

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

FY25-26 Career Development Fund PDF ?

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.

Page 1 of 3

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 application it is locked for editing.**

Save as Draft

Next

10 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 *

Last Name *

UMID *

Confirm your eight digit ID (printed on your Mcard)

Email *

Enter your umich email address

Application Keywords *

Summarize your application in five words or less

Campus *



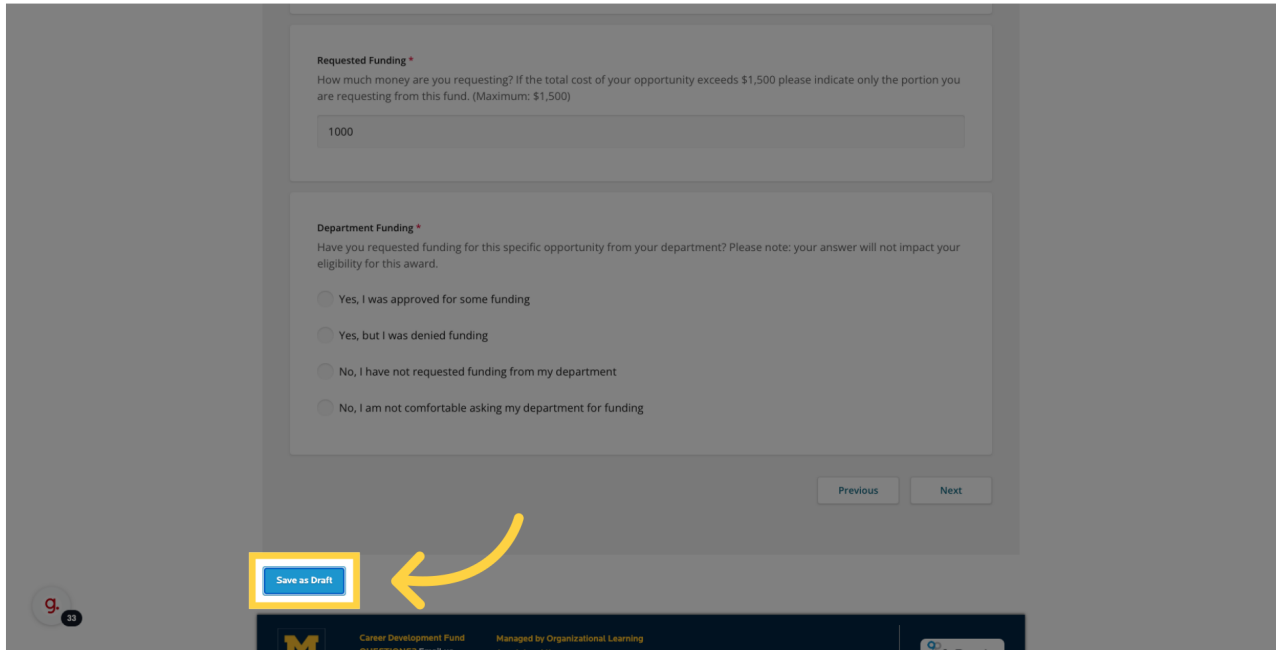
11 Select "Next"

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 displays a web application interface for the 'FY25-26 Career Development Fund'. At the top, there is a navigation bar with 'Expand Screen' and a PDF icon. Below this, the title 'FY25-26 Career Development Fund' is shown, followed by tabs for 'Details' and 'Application'. A paragraph of instructions explains that personal details are auto-populated and that users should click 'Save as Draft' if needed. The main content area is titled 'Previous Funding' and contains a question: 'Previous Awards * Have you received an award from the Career Development Fund in the past as an individual or part of a team?'. Below the question are two radio buttons labeled 'No' and 'Yes'. A yellow arrow points from the 'Next' button, which is highlighted with a yellow box, towards the question area. At the bottom of the page, there is a footer with the University of Michigan logo, contact information for the Career Development Fund, and an 'infoReady Accessibility' logo.

12 Select "Save as Draft"

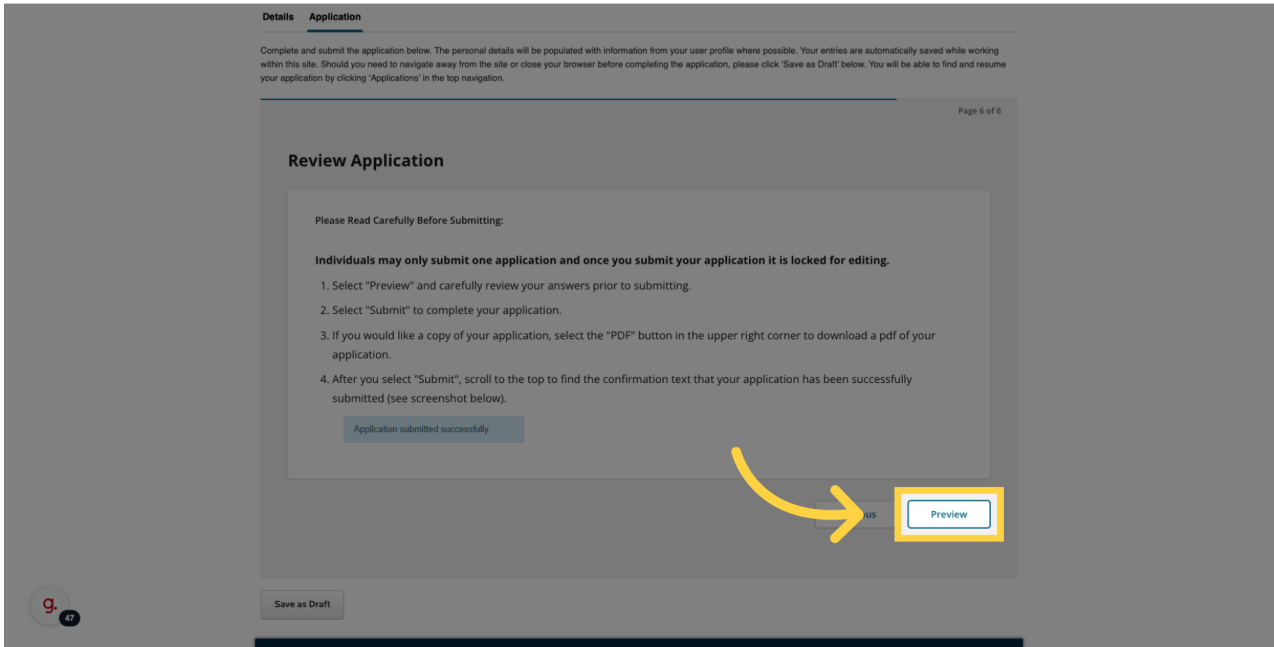
At any point of filling out your application, you can save it as a draft. Perhaps, you decide you would like to do more research and come back and fill out your application later. If that's the case, select the save as draft button to save your application.



The screenshot shows a web application form with two main sections. The first section, titled "Requested Funding *", asks "How much money are you requesting? If the total cost of your opportunity exceeds \$1,500 please indicate only the portion you are requesting from this fund. (Maximum: \$1,500)". A text input field contains the number "1000". The second section, titled "Department Funding *", asks "Have you requested funding for this specific opportunity from your department? Please note: your answer will not impact your eligibility for this award." and provides four radio button options: "Yes, I was approved for some funding", "Yes, but I was denied funding", "No, I have not requested funding from my department", and "No, I am not comfortable asking my department for funding". At the bottom right of the form are "Previous" and "Next" buttons. In the bottom left corner of the page, a blue "Save as Draft" button is highlighted with a yellow box, and a yellow arrow points from the right towards it. The footer of the page includes a logo with the letter "M" and text: "Career Development Fund", "Managed by Organizational Learning", and "DIRECTOR'S OFFICE".

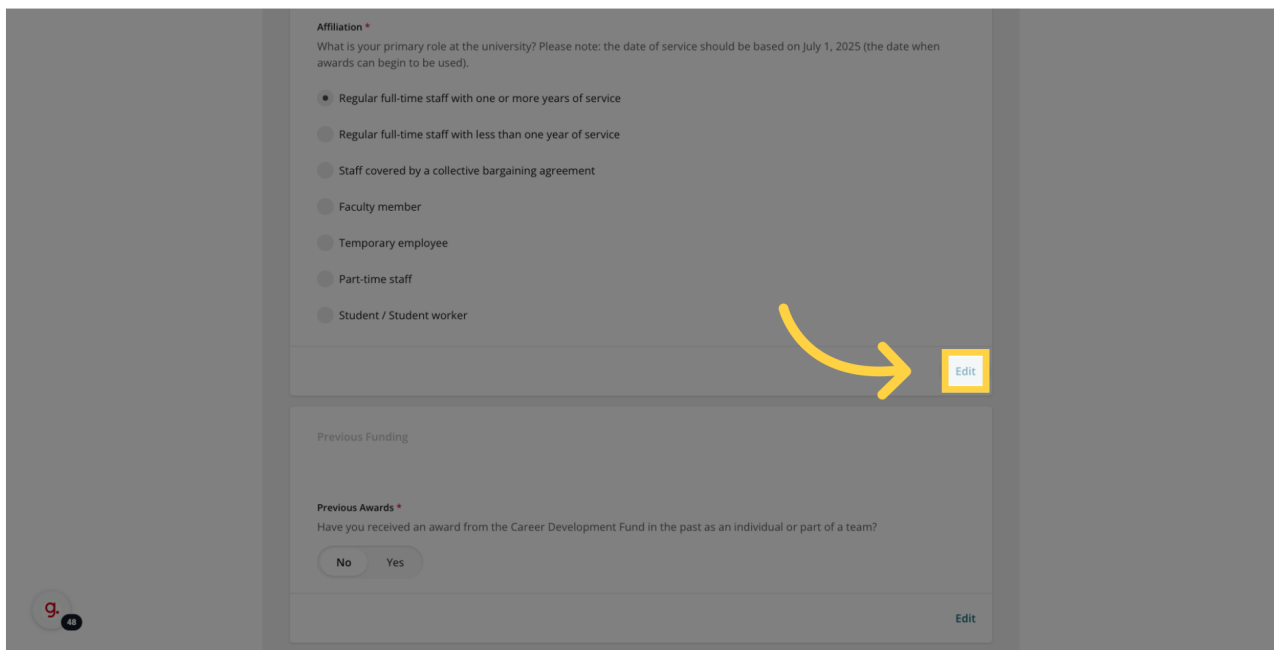
13 Select "Preview"

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.



14 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.



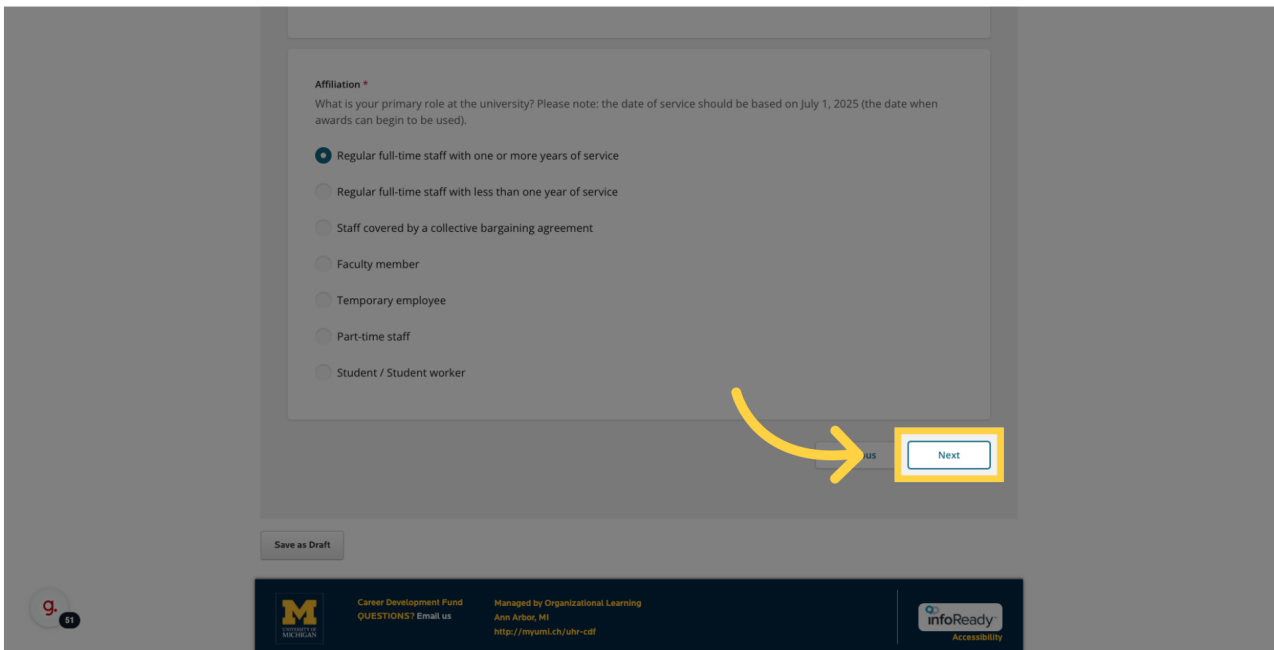
The screenshot displays a form with the following sections:

- Affiliation ***
What is your primary role at the university? Please note: the date of service should be based on July 1, 2025 (the date when awards can begin to be used).
 - Regular full-time staff with one or more years of service
 - 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
 - Student / Student worker
- Previous Funding**
- Previous Awards ***
Have you received an award from the Career Development Fund in the past as an individual or part of a team?
 - No
 - Yes

A yellow arrow points to the "Edit" button located at the bottom right of the "Affiliation" section. Another "Edit" button is visible at the bottom right of the "Previous Awards" section.

15 Select "Next"

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



Affiliation *

What is your primary role at the university? Please note: the date of service should be based on July 1, 2025 (the date when awards can begin to be used).

- Regular full-time staff with one or more years of service
- 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
- Student / Student worker

Previous Next

Save as Draft

g. 51

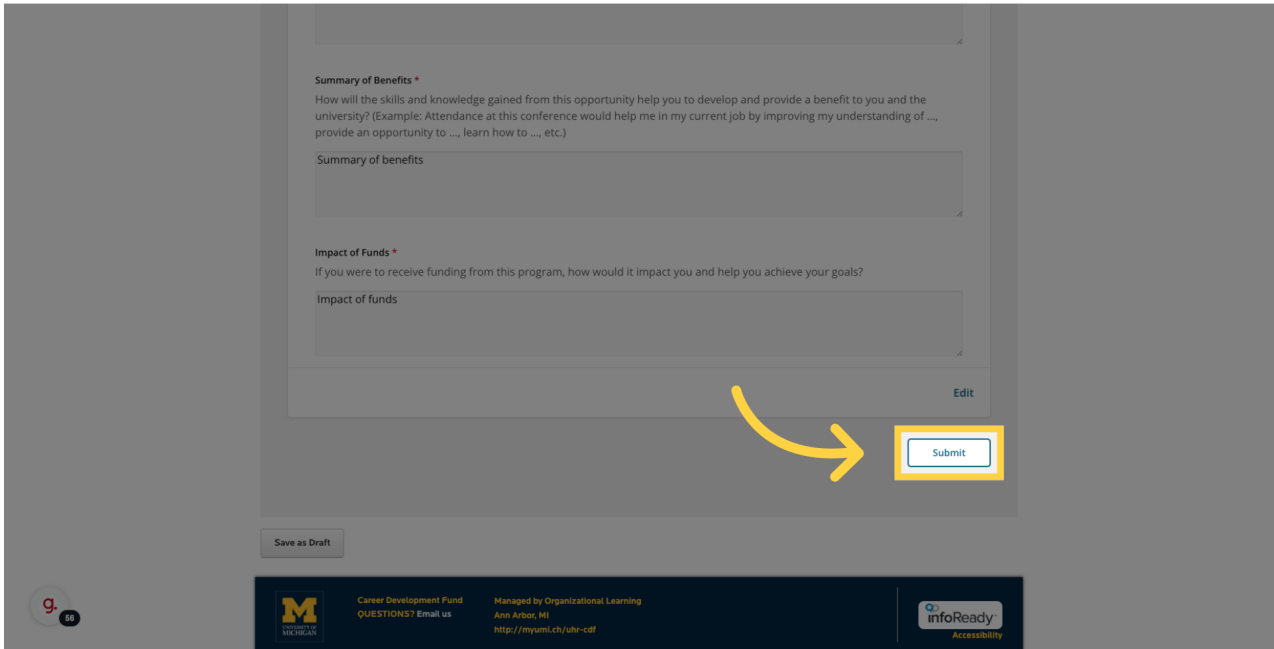
M UNIVERSITY OF MICHIGAN
Career Development Fund
QUESTIONS? Email us

Managed by Organizational Learning
Ann Arbor, MI
<http://myumich.edu/ohr-cdf>

InfoReady
Accessibility

16 Select "Submit"

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



The screenshot shows a web application form with two main sections: "Summary of Benefits" and "Impact of Funds". Each section has a text input field. Below the "Impact of Funds" field is an "Edit" button. A yellow arrow points from the "Edit" button area to a "Submit" button located at the bottom right of the form. Below the form is a "Save as Draft" button. The footer contains the University of Michigan logo, contact information for the Career Development Fund, and the infoReady logo.

Summary of Benefits *
How will the skills and knowledge gained from this opportunity help you to develop and provide a benefit to you and the university? (Example: Attendance at this conference would help me in my current job by improving my understanding of ..., provide an opportunity to ..., learn how to ..., etc.)

Summary of benefits

Impact of Funds *
If you were to receive funding from this program, how would it impact you and help you achieve your goals?

Impact of funds

Edit

Submit

Save as Draft

g. 58

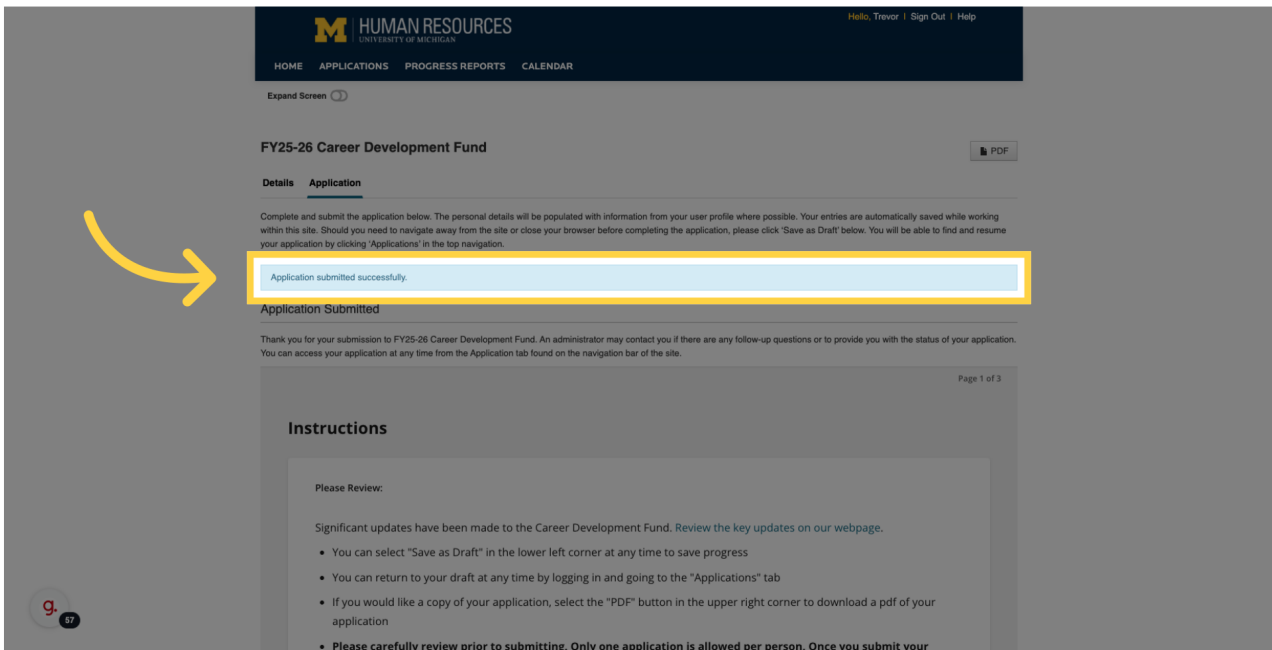
M UNIVERSITY OF MICHIGAN
Career Development Fund
QUESTIONS? Email us

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

infoReady
Accessibility

17 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 the 'FY25-26 Career Development Fund' application page. At the top, the navigation bar includes 'HOME', 'APPLICATIONS', 'PROGRESS REPORTS', and 'CALENDAR'. The user is logged in as 'Hello, Trevor'. A yellow arrow points to a light blue confirmation box that reads 'Application submitted successfully.' Below this, the 'Application Submitted' section provides a thank-you message and instructions. The 'Instructions' section includes a 'Please Review:' heading and a list of key updates and actions for the user.

HUMAN RESOURCES
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HOME APPLICATIONS PROGRESS REPORTS CALENDAR

Expand Screen

FY25-26 Career Development Fund PDF

Details Application

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.

Page 1 of 3

Instructions

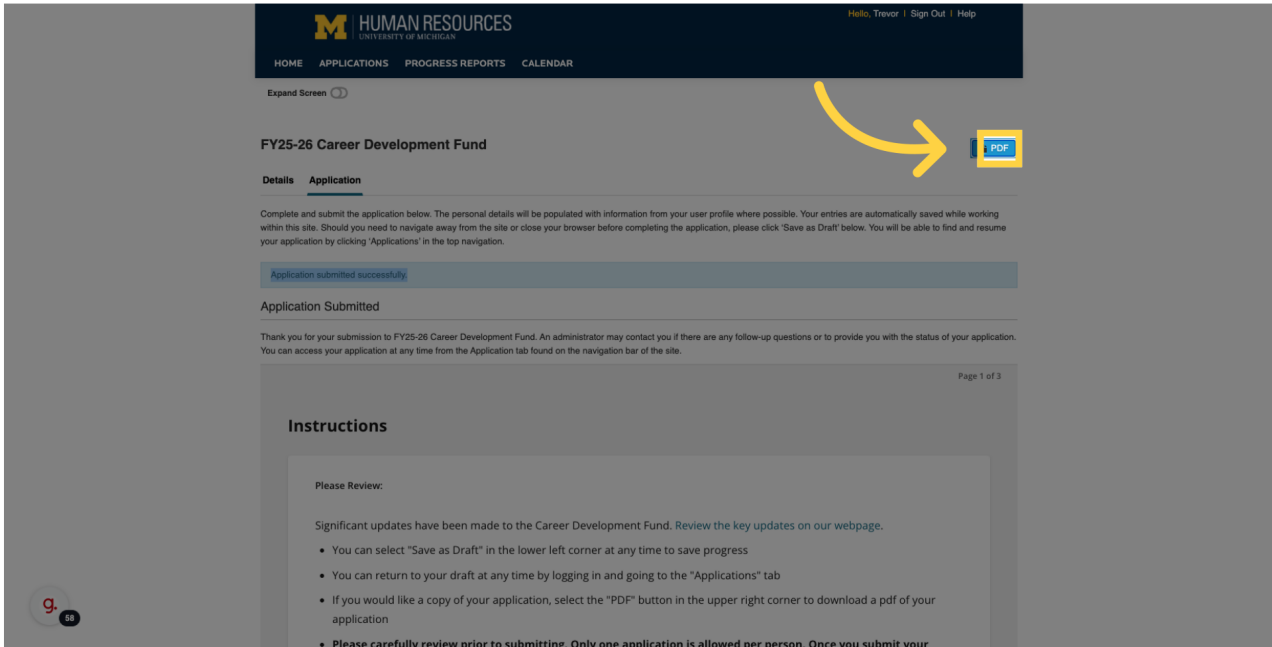
Please Review:

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

18 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 Trevor. The main content area is titled 'FY25-26 Career Development Fund' and shows a successful application submission message. A yellow arrow points to a 'PDF' button in the upper right corner of the application details section.

Instructions

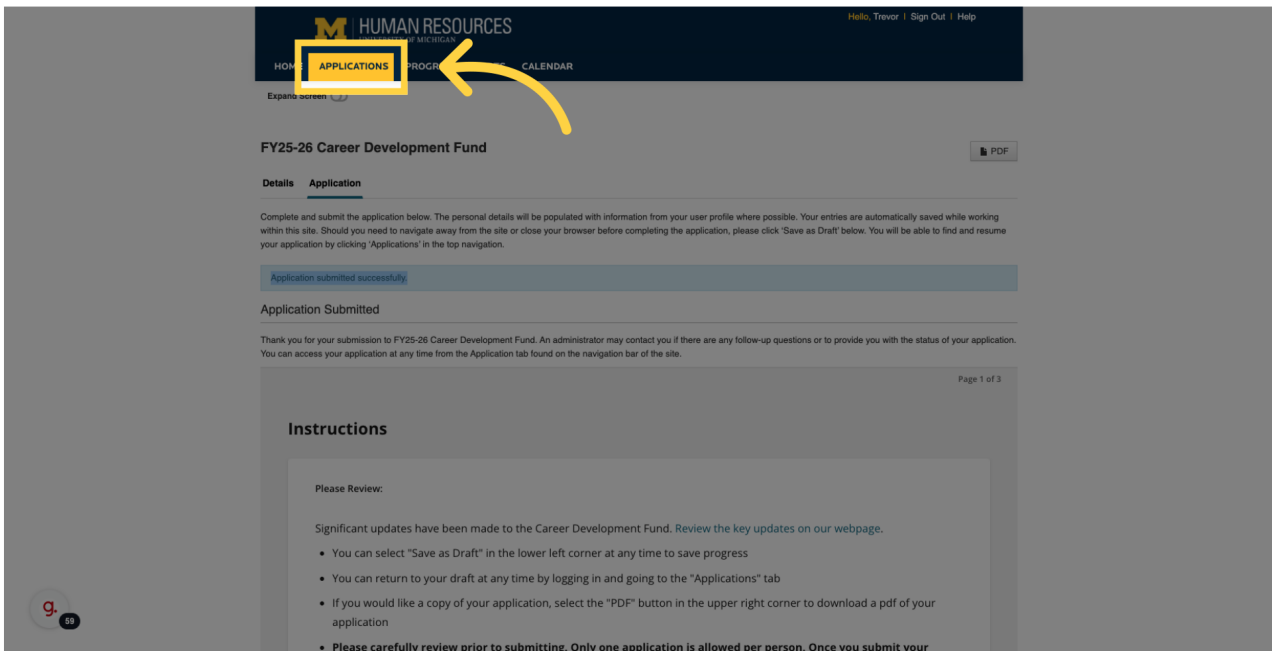
Please Review:

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**

19 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.

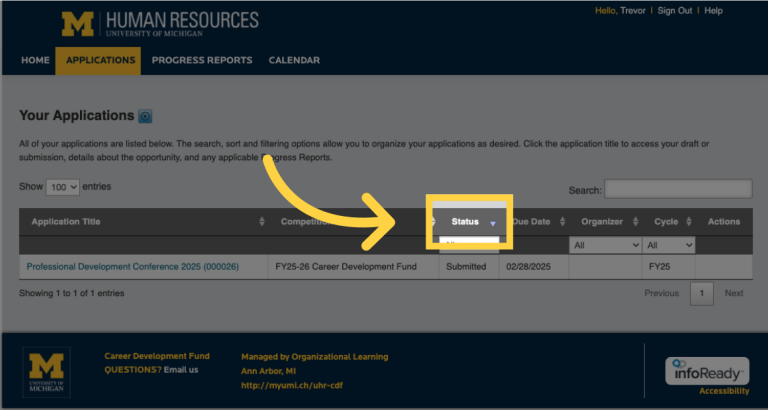


The screenshot displays the Human Resources Michigan website interface. At the top, a dark navigation bar contains the logo and the text "HUMAN RESOURCES MICHIGAN". To the right of the logo, the text "Hello, Trevor | Sign Out | Help" is visible. The navigation bar includes several tabs: "HOME", "APPLICATIONS", "PROGRAMS", and "CALENDAR". The "APPLICATIONS" tab is highlighted with a yellow box, and a yellow arrow points to it from the right. Below the navigation bar, the main content area is titled "FY25-26 Career Development Fund" and includes a "PDF" button. A message states "Application submitted successfully." Below this, there is a section titled "Instructions" with a "Please Review:" heading. The instructions list several key points: significant updates have been made to the Career Development Fund, users can select "Save as Draft" to save progress, users can return to their draft by logging in and going to the "Applications" tab, and users should carefully review their application before submitting, as only one application is allowed per person.

g. 58

20 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 displays the 'Your Applications' page on the University of Michigan Human Resources portal. The page features a navigation bar with 'APPLICATIONS' highlighted. Below the navigation, there is a section titled 'Your Applications' with a search bar and a table of applications. A yellow box highlights the 'Status' dropdown menu in the table header, and a yellow arrow points to it from the text above. The table shows one application with a status of 'Submitted'.

Application Title	Competitive	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

Previous 1 Next

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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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