

Professional Development Fund (PDF)

Application Instructions

The Professional Development Fund (PDF) is available to members of Units 1, 2, and 3 as noted by Articles 15.16 (Unit 1) & 15.19 (Unit 2) & 19 (Unit 3) of the Collective Agreements.

Criteria & Procedure

- The Professional Development Fund (PDF) is a **reimbursement** fund available to **members in all Units** to support them in attending and presenting at conferences, and with other professional development expenses.
- The total expenditure of the PDF shall **not exceed \$125 000** in the contract year.
- This money will be distributed **three** times per contract year, in periods that correspond with academic terms and peak conference periods:

FALL (Sep. 1 st – Dec. 31 st)	Deadline: Jan. 10 th
WINTER (Jan. 1 st – May. 31 st)	Deadline: Jun. 10 th
SUMMER (Jun. 1 st – Aug. 31 st)	Deadline: Sep. 10 th

- **Priority** will be given to applications for events that occur **within the current adjudication session** (e.g.: applications for conferences in October will be given priority in the Fall session [Jan. 10th deadline].)
 - Applications for events that occurred **outside of the current adjudication session** will be treated as **low priority** (e.g.: applications for conference in October will be treated as low priority in the Winter session [Jun. 10th deadline].)
 - It is possible for members to **resubmit an application** for an activity that **received less than the maximum annual award** in a previous adjudication session within the **same contract year**, but such applications will be treated as **low priority** and dependent on the financial state of the PDF at that time.
- The PDF does **not cover capital costs** such as equipment, software, stationery, and books, and does not cover **food and drink costs**.

Supporting Documentation Requirements

- Type A (Conference Presentation) & B (Conference Attendance):
 - **Receipts** for all relevant expenses (Booking references are not accepted)
 - **[A ONLY]** Either a **conference program** with your work featured or a **letter** from a conference official acknowledging acceptance of your work
- Type C (Other Expenses) & D (Workshop, Course, and/or Programme Expenses):
 - **Receipts** for all relevant expenses
 - A **detailed description** of the expense incurred and how it will assist your professional development

Amounts and Distribution of Awards

- The PDF is approximately divided into **three equal portions**, with each portion earmarked for each of the adjudication sessions. The PDF Committee reserves the right to adjust this portioning if deemed necessary to deal with extraordinary draws upon the Fund.
- In the interest of awarding funding equitably to all eligible (successful) applicants, maximum individual awards have been established.
 - For **Type A activities** (conference presentations), one will receive no more than **\$600** in any academic year.
 - For **Type B, C, and D activities** (conference attendance; courses, workshops, and/or programme funding; and other professional development expenses), one will receive no more than **\$250** in any academic year.
 - Overall, a member will receive no more than **\$600** in any academic year.
- Due to the finite nature of the fund, the increasing number of applicants, and the growing cost of activities, the PDF Committee has the right to impose **sessional funding ceilings** less than the maximum individual awards in order to maintain an equitable distribution of funding.

The PDF Committee will endeavour to review applications as soon as possible after the session deadline. Normally, funds are distributed within **6 - 8 weeks** of the deadline.

Return (or mail) **completed application** with **self-addressed stamped envelope** and **all supporting documents** to:

**PDF Coordinator, CUPE Local 3903
143 Atkinson Building
York University
4700 Keele Street
Toronto, ON M3J 1P3**

Questions? Email: pdf3903@gmail.com

Professional Development Fund (PDF) Application Form

*Please securely attach all **supporting documents and receipts** to this form and provide a **self-addressed stamped envelope (SASE)**.*

General Information

Name:	
E-Mail:	
Unit: <i>(Circle ONE)</i>	1 (Full Time Graduate Students; TAs and CDs) 2 (Contract Faculty and Part Time Graduate Students) 3 (Full Time Graduate Students; GAs)
Work Department:	
Last Valid Contract:	
Mailing Address: <i>(Write PICK UP to have cheque held at Office)</i>	
Funding Period: <i>(Circle ONE)</i>	FALL (Sep. 1 st – Dec. 31 st); due Jan. 10th WINTER (Jan. 1 st – May 31 st); due Jun. 10th SUMMER (Jun 1 st – Aug. 31 st); due Sep. 10th
Type of Activity: <i>(Circle ALL that apply)</i>	A (Conference Presentation) B (Conference Attendance) C (Other Professional Development [PD] Expenses) D (Courses, Workshops, and/or Programme Funding)

Activity Information

Name or Type of Activity: <i>(Conference/WS name or specific type of PD expense)</i>	
Institution and/or Location: <i>(if applicable)</i>	
Date of Activities:	

Cost Table

Registration, Membership, or Tuition Fees:	
Travel and Accommodation Costs:	
Other Costs: <i>(Capital and food costs not covered)</i>	
(Minus) Other Funding Sources:	
Total PDF Request:	

Checklist

Completed Form:	
Supporting Documents:	
Self-addressed Stamped Envelope:	

PDF Committee Only

Amount Approved:	
Comments:	