

## ***Professional Development Fund (PDF)***

### **Application Instructions**

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

#### **CRITERIA & PROCEDURES**

- The total expenditure of the PDF shall not exceed \$100,000 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:

<b>Period 1 (FALL)</b>	Sep 1 – Dec 31	<b>Deadline:</b> Jan 10
<b>Period 2 (WINTER)</b>	Jan 1 – May 31	<b>Deadline:</b> June 10
<b>Period 3 (SUMMER)</b>	June 1 – Aug. 31	<b>Deadline:</b> Sept 10

- Priority will be given to applications for events that occur within the current period (e.g., applications for conferences in October will be given priority in the Fall period. If submitted in the Winter period, the same application will be considered lower priority and will only be funded if money remains after all current applications are processed)
- The PDF does not cover capital costs such as equipment, software, stationary, and books.
- **All applications must include a self-addressed, stamped envelope so that your award may be mailed to you.**

#### **AMOUNTS & DISTRIBUTION OF AWARDS**

- In each funding period, a maximum amount of funding is made available for disbursement.
- In the interest of awarding monies equitably to all eligible applicants, the maximum individual award for conference presentations in any academic year will not exceed **\$400**. The maximum individual award in any academic year for all other costs will not exceed **\$200**. Depending on the availability of matching funds, this maximum may also be adjusted to ensure widest coverage of the applicant pool.
- A member may only draw up to the total maximum of **\$400** in a given academic year.

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

***Return completed application with SASE and all supporting documents to:  
PDF Coordinator, CUPE Local 3903, 104 East Office Building***

***Questions? Email [pdf3903@gmail.com](mailto:pdf3903@gmail.com)***



## Section A: Applications for Funding for Conference Presentations

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Title of Paper/Session: \_\_\_\_\_

Please note that you must attach (1) receipts for all relevant expenses for which you are requesting funding, and (2) either (a) a letter from a conference official acknowledging acceptance of your work, or (b) the conference program showing your scheduled presentation.

## Section B: Applications for Conference funding (attendance only)

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Please note that you must attach receipts for all relevant expenses for which you are requesting funding

## Section C: Other Professional Development Expenses

Expenses that will be considered include: membership in professional organizations, journal subscriptions, translation services, typesetting expenses, the cost of offprints, copyright costs, indexing costs, etc. The committee may consider other expenses, so this is not an exhaustive list.

Please attach all relevant receipts, as well as a detailed description of the expense incurred and how it will assist in your professional development.

## Section D: Applications for Professional Development courses or Workshops:

Name of the Course/Programme/Workshop: \_\_\_\_\_

Institution and Location: \_\_\_\_\_

Dates of course: \_\_\_\_\_

Please attach all relevant receipts as well as a brief description of the course and explain how it will assist in your professional development.

**C O S T T A B L E F O R S E C T I O N S A & B**

Registration and Tuition Fee(s):	\$_____.
Travel/Accommodation Costs:	\$_____.
Other Costs (please describe below):	\$_____.
<b>(Minus) Other Funding Sources:</b>	\$_____.
<b>Total PDF Request:</b>	\$_____.

For PDF Committee use only:

Checklist:	Check		Comments
SASE			
Conference program or acceptance letter if presentation			
Request is <u>not</u> for a conference presentation			
All Receipts			

Amount Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_