

GUIDELINES FOR THE CUPEU PROFESSIONAL DEVELOPMENT FUND COMMITTEE IN THE ALLOCATION OF FUNDS

1. The purpose of the CUPEU Professional Development Fund is to support CUPEU members in their own professional and academic development.
2. The CUPEU Professional Development Fund (CPDF) Committee will endeavour to fund as many applicants as possible.
3. Applicants may receive funding for only one request per budget year.
4. In an effort to distribute funding to as many CUPEU members as possible, the CPDF Committee will prioritize the applications using the following criteria:
 - Applicant has never received any PD funding;
 - Applicant has not received funding in past three (3) years;
 - Applicant has received funding but not exceeded yearly maximum funding for past three (3) years;*
 - All other applicants.
5. Funds awarded for an activity which is not carried out cannot be transferred to another project without a written request to the CPDF Committee. Six copies of such a request should be submitted to the Chair of the CUPEU Professional Development Fund Committee, c/o the CUPEU office.
6. The CPDF Committee will not fund any requests retroactively. The activity for which funds are requested must take place after the date the committee renders its decision.
7. The CPDF Committee will take into account the use made by the applicant of any previous grant, and will evaluate the quality of his/her report. If the report was required and was not submitted on time, the applicant may be denied a new grant for at least two years.
8. The CPDF Committee will not fund requests whose principle purpose is the creation of a money-making property for the applicant.
9. The CPDF Committee will not provide funds for capital equipment (e.g., a computer), for payments to a publisher to publish a book, or to pay the applicant for his/her time.
10. Article 10 of the CUPEU Collective Agreement remains the authority; these guidelines interpret it, but do not take precedence over it.

*(Yearly maximum – awarded in past 3 years = available for applicant in current round)