



Professional Development Fund Digital application form

Last name	
First name	

Form 1: Application Summary
Form 2: Description of request
Form 3.1: Conferences / Workshops / Training
Form 3.2: Travel for Conferences / Workshops / Training
Form 3.3: Subscriptions / Membership / Books / Software
Form 3.4: University degree courses / Other
Form 4: Total budget request (automatically tallies subtotals in previous fields)
Form 5: Supervisor's approval - Print this page for your manager fill and sign. Scan, save and include it in your combined supporting documents file.

Checklist / Reminders

<input type="radio"/>	<p>Completed application form saved as Year(XXXX)-PD-YourName-application.pdf <i>Incomplete applications and recourse for corrections will not be considered after the deadline. Scroll through the Application Process online for deadline updates (#3).</i></p> <ul style="list-style-type: none"> Description of request (form 2) Applications have been rejected for not explaining how the PD request relates to applicant's career aspirations/development at Concordia University. The funds are disbursed for professional development and not personal development (Article 10.12), you need to fill this part out.
<input type="radio"/>	<p>Combined supporting documents file which may contain (depending on your request):</p> <ul style="list-style-type: none"> Supervisor's Approval of absence Conference/training program Conference/workshop meals. Verify with event organisers if meals are provided. Include confirmation in the supporting documents file. Quotes for travel fares, books, registration fees, hotels, etc. <p>Save the combined PDF as Year(XXXX)-PD-YourName-supporting-documents.pdf</p>
<input type="radio"/>	<p>Submit two weeks before the designated round's deadline at the earliest. Applications submitted out of the application period will not be considered. Scroll through the Application Process online for updated dates (#3).</p> <p>Send your application form and supporting documents file to pd@cupeu.org.</p> <p>Subject: PD Round X (Year) Application - Your Name</p>

**Professional Development Fund
Digital application form**
Personal Details

Last name:	First name:
Department:	Building + room #:
Job title:	Employee #:
Home address:	
City:	Postal code:
Tel. (Day): () -	Office Ext.:
Tel. (Night): () -	Email:

Background

Have you ever been awarded CUPEU Professional Development Funds?	<input type="radio"/> Yes	<input type="radio"/> No
If "Yes," list date(s) and amount(s) awarded (MM/YY, \$XX.XX). Omission will lead to an INCOMPLETE form and is grounds for disqualification.		
If you received funds, did you submit your summary report on time?	<input type="radio"/> Yes	<input type="radio"/> No
Are you on leave or have you requested a leave for this academic year?	<input type="radio"/> Yes	<input type="radio"/> No

Your request is for the following activity types:

- Association membership
 Magazine / Journal Subscriptions
 Software purchase
 Conference attendance
 Workshop / Training / Course(s)
 University studies leading to a degree
 Books / learning material
 Conference Presentation
 Other:

Title of activity:

Amount requested (CAD):

\$

 Exchange rate used
(x currency to CAD):


Start date:



End date:

 Absence of work required? Yes No

If "Yes," provide your supervisor's name:

 Employment status: Permanent Contract Temporary

**Professional Development Fund
Digital application form****Activity information**

Activity type and name:	
Location (if applicable):	
Start date (MM/DD/YY):	End date (MM/DD/YY):

Description of requested activity

Concisely describe the purpose of your request explaining its relevance to your current job or a prospective future job at Concordia University.

Need more space? Include your own addendum as part of your supporting documents (thought it's advisable that the length is kept within the allocated space above)..

**Professional Development Fund
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Conferences / Workshops / Training Info	
Name of event:	
Location (if applicable):	
Start date (MM/DD/YY):	End date (MM/DD/YY):
<i>If you need to travel for your activity, fill out the Travel Form (3.2).</i>	

Conferences		
Description (Be specific)	Amount	Awarded (Office use)
Subtotal		

Workshops		
Description (Be specific)	Amount	Awarded (Office use)
Subtotal		

Training		
Description (Be specific)	Amount	Awarded (Office use)
Subtotal		

Total requested	Total awarded (Office use)

**Professional Development Fund
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Conferences / Workshops / Training Info

Name of event:	
Location (if applicable):	
Start date (MM/DD/YY):	End date (MM/DD/YY):

Transportation (Consult university travel policy re: agents, rates, etc.)

Dates (MM/DD/YY)	Location		Description (i.e.: airfare, mileage, taxi)	Amount	Awarded (Office use)
	To	From			
Subtotal					

Accommodations (Consult university travel policy re: agents, rates, etc.)

Dates (MM/DD/YY)	Accommodation name (# of nights x \$/night)	Amount	Awarded (Office use)
Subtotal			

Meals (Consult university travel policy re: agents, rates, etc. Some conferences cover meals, some don't; you need to provide proof of either case to determine your per diem eligibility. Include this info in your supporting documents).

Dates (MM/DD/YY)	Meal types (breakfast, lunch, dinner)	Amount	Awarded (Office use)
Subtotal			

Total requested	Total awarded (Office use)

**Professional Development Fund
Digital application form**

Subscriptions		
Name + Description	Amount	Awarded (Office use)
Subtotal		

Memberships		
Name + Description	Amount	Awarded (Office use)
Subtotal		

Books		
Name + Description	Amount	Awarded (Office use)
Subtotal		

Software		
Name + Description	Amount	Awarded (Office use)
Subtotal		

Total requested	Total awarded (Office use)

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Degree Courses

Names:

Location (if applicable)

Date (MM/DD/YY):


Registration, materials, etc.

Description (Be specific)	Amount	Awarded (Office use)
Subtotal		

Other

Description of request:

Location (if applicable)

 Date (MM/DD/YY):

Proposed costs

Description (Be specific)	Amount	Awarded (Office use)
Subtotal		

Total requested	Total awarded (Office use)

Professional Development Fund Digital application form

This is an automatic calculation of your proposed budget. Click on the form name to quickly refer to the form's details if you need to adjust / correct your budget. Check the latest collective agreement for the maximum amount you're entitled to.

Projected budget	Cost
Form 3.1: Conference / Workshop / Training	
Form 3.2: Transportation	
Form 3.2: Accommodation	
Form 3.2: Meals	
Form 3.3: Subscriptions / Membership	
Form 3.3: Books / Software	
Form 3.4: Courses	
Form 3.4: Other	
Total	

Don't forget:

Provide all supporting budget quotes (e.g.: airfare, conference fees, meals, description of request addendum) combined as a pdf file supplementing this application form named: **Year(XXXX)-PD-YourName-supporting-documents.pdf**

The PD fund does not cover meals if the conference/workshop or training you're attending includes meals so you need to provide supporting emails/details on whether your PD activity does. If you're not sure whether the conference/workshop or training you're attending include meals, you need to verify this with the organisers.

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This is the ONLY form that requires printing.

Have your supervisor fill and sign it if your time away pursuing your PD may be considered work. Scan and include the approved form as part of your supporting documents.

Activity information	
Activity name:	
Location (if applicable):	
Start date (MM/DD/YY):	End date (MM/DD/YY):

Statement of Approval - Important!	
<p>The CUPEU Professional Development Fund is administered by a parity committee made up of three (3) members appointed by the University and three (3) members appointed by CUPEU. This committee is responsible for the allocation of funds to CUPEU members in support of their professional and academic development (CUPEU Collective Agreement, Article 10). If a professional development activity requires an absence, the supervisor's approval is required. Such approval will not be unreasonably refused. An approval absence is considered as time worked (Article 10.11c).</p>	
Supervisor's statement:	
Supervisor's signature:	
Supervisor's name:	Date (MM/DD/YY):