



Professional Development Fund Digital application form

Last name	
First name	

Form 1: Application Summary
Form 2: Description of request form
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 form (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). Please do not scan this digital form. Your application must be filled digitally (click on the fields to enter information and save it as you go). The only handwritten form we accept scanned is Form 5 (Supervisor's Approval of Absence), if required.</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. <p>THIS IS MANDATORY.</p>
<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. Note that links to websites are not considered supporting documents. Supporting documents should have information that supports your budget request. <p>Save the combined PDF as Year(XXXX)-PD-YourName-supporting-documents.pdf</p> <p>THIS IS MANDATORY</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>

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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:

<input type="radio"/> Association membership	<input type="radio"/> Magazine / Journal Subscriptions	<input type="radio"/> Software purchase
<input type="radio"/> Conference attendance	<input type="radio"/> Workshop / Training / Course(s)	<input type="radio"/> University studies leading to a degree
<input type="radio"/> Books / learning material	<input type="radio"/> Conference Presentation	<input type="radio"/> Other:
Title of activity:		
Amount requested (CAD): <i>This is an automatic calculation based on the amounts entered in the next pages, so don't fill this part.</i>	Start date:	End date:
Absence of work required? <input type="radio"/> Yes <input type="radio"/> No		
If "Yes," provide your supervisor's name:		
Employment status: <input type="radio"/> Permanent <input type="radio"/> Contract <input type="radio"/> Temporary		

**Professional Development Fund
Digital application form**

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)	Cost	XR*	Amt (CAD)	Awarded (Office use)
Subtotal				

Workshops				
Description (Be specific)	Cost	XR*	Amt (CAD)	Awarded (Office use)
Subtotal				

Training				
Description (Be specific)	Cost	XR*	Amt (CAD)	Awarded (Office use)
Subtotal				

Total requested	Total awarded (Office use)

* XR = exchange rate. Round to the nearest hundredth decimal (ie. 0.13)

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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)	Cost	XR*	Amt (CAD)	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)	Cost	XR*	Amount (CAD)	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)	Cost	XR*	Amount (CAD)	Awarded (Office use)
Subtotal					

Total requested	Total awarded (Office use)

* Round to the nearest tenth decimal (ie. 0.13)

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Subscriptions		
Name + Description	Amount (CAD)	Awarded (Office use)
Subtotal		

Memberships		
Name + Description	Amount (CAD)	Awarded (Office use)
Subtotal		

Books		
Name + Description	Amount (CAD)	Awarded (Office use)
Subtotal		

Software		
Name + Description	Amount (CAD)	Awarded (Office use)
Subtotal		

Total requested	Total awarded (Office use)

**Professional Development Fund
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Degree Courses

Names:

Location (if applicable)

Date (MM/DD/YY):

Registration, materials, etc.

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

Other

Description of request:

Location (if applicable)

Date (MM/DD/YY):

Proposed costs

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

Total requested	Total awarded (Office use)

**Professional Development Fund
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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 (**YourName-PD-supporting-documents.pdf**). This cannot be stressed enough: **LINKS TO WEBSITES ARE NOT CONSIDERED SUPPORTING DOCUMENTS.**

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.**

If you're considering the per diem mileage, know that the cost should not be greater than if you were to travel by air/train/bus. In your application, you need to provide quotes of all possible travel options that prove driving is the most cost-efficient method of travel.

PLEASE DO NOT SCAN THIS DIGITAL FORM. Your application must be filled digitally (click on the fields to enter information and save it as you go. The only handwritten form we accept scanned is Form 5 (Supervisor's Approval of Absence), if required.

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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!

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](#)).

If you're taking personal days or vacation days to pursue your proposed PD, you don't need this form.

Supervisor's statement:

Supervisor's signature:	
Supervisor's name:	Date (MM/DD/YY):