

## *Professional Development News 2008*

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The 2008-2009 CUPFA Professional Development Committee consists of Lynn Hughes, Associate Dean, Fine Arts; Leopold Plotek, Full-time Faculty, Studio Arts; Gillian Leithman, Part-time Faculty, JMSB; and myself, Leslie Cohen, Part-time Faculty, Arts/Science and JMSB. Regular part-time faculty with 24 or more credits of seniority may apply for funding in any one round per academic year: **April 15, October 15, or January 15.** For further information, application forms, budget sheets, etc., please go to [www.cupfa.org](http://www.cupfa.org). If you have questions, please feel free to call me. If you wish to come by the CUPFA office, we can show you a sample of applications from previous rounds. The committee thought this might be the best way for potential new applicants to understand the process.

The CUPFA Professional Development fund, with monies graciously provided by the university, has supported a wide variety of interesting projects. We should all be proud of our members' accomplishments. Part-time faculty are conducting research projects, presenting papers at conferences, creating art, producing CDs of their music, and attending workshops/training sessions. It is important for us to continue to renew ourselves and to keep up-to-date with the latest work in our fields. The CUPFA PD fund provides these opportunities.

There is not enough room in this publication to describe every project CUPFA PD has funded. Instead, we will be developing an area of the CUPFA website where award winners can post descriptions of their projects, complete with photos of art, book covers, musical bites from CDs, etc. We hope to have the first few submissions on the site by the end of December or early January; the rest should be added throughout the winter, 2009, term. This site will showcase our members' talents. The website will allow us to do things we could not do in print. For example, one of the artists has created a series of images that gives the feeling of an object floating on water. We could never see such an effect in print; but we can on the computer screen, where one could click to have the images come up one at a time. The site will serve to archive the grants awarded, and will help us to communicate with the university regarding our research and the fund the university provides. Moreover, those of you who have never applied for funding will have a clearer idea as to what projects you may propose.

The CUPFA site is also a place where we advertise upcoming art exhibitions, book and CD launches, etc. Please get into the habit of regularly checking the site. When thinking of a gift, why not consider one of our members' CDs or books, or tickets to one of our dance or theatre productions. Whether or not your work was supported by CUPFA PD funding, please let us know about these endeavours, and we will advertise them on our site.

### **Pointers: Applying for PD Grants**

- We cannot fund retroactively. You must apply before the start of your project, conference date, etc.
- There is a maximum amount that may be awarded; currently it is **\$4000.00**.
- Allow approximately **6-8 weeks** till you will hear the decision of the committee.
- Apply well in advance of the start of your project. **Projects planned for May to June, are best served by the January not April round.**
- Any research involving human subjects requires approval from the University Human Research Ethics Committee (UHREC). If you plan to interview anyone this requires ethics approval.
- It is expected that the project will be completed within one budget year (see Article 17).
- The project should lead to an end product such as creation of art, presentation at a conference, a book, a publication in an academic periodical, etc.
- Conference presentations with proof of paper acceptance and Concordia listed as at least one of your affiliations, may receive total funding up to the maximum allowed by the committee. You may apply before you receive acceptance of your paper. The committee will make a decision pending proof of paper acceptance.
- Attendance at conferences may receive no more than 1/3 of required costs, and cannot exceed the maximum allowed by the committee. On a case-by-case basis, the committee may decide to allow funding total costs to a maximum of \$2500 to those who have not received PD funding (excluding small claims) in the last four academic years.
- No stipends may be paid to the applicant. We do not pay for your time.
- Travel requests must follow the University's travel policies. Please see the Concordia website or the link from the CUPFA website to the travel policy. Standard rates have been established and there are rules regarding which travel agents may be used. If you choose not to use the University's agents, you must obtain same-day written quotes (email is acceptable) from them and your agent, showing the latter to have the most economical fares.
- Remember, you may or may not receive a grant. You are responsible for costs incurred should you not receive a grant. Similarly, if you do not follow the travel policy, you will not be reimbursed.
- Please be sure to include all required items in your budget. You cannot add items at a later date, nor can you move funds from one area of your budget to another.
- We do not fund self-promotion or projects designed to be "money making." We will fund the production of a manuscript for publication, but not fund mass production of a book.
- If you need to hire technicians, musicians, etc., in your budget please be sure to indicate the hourly rate and number of hours required. It is best to indicate the names of those involved and to submit, where applicable, estimates from them.
- If you receive a grant, you will be required to credit receipt of a Concordia University Part-time Faculty Professional Development grant in any publication, exhibition, film, CD, etc. produced as a result of the award.
- Grant recipients will also be required to submit to CUPFA a report of the activity after it has been completed.

**Important Notice – Professional Development “Small Claims”  
June 1, 2008-May 31, 2009 Budget Year**

Regular part-time faculty members who have at least **24 credits of seniority**, may apply to receive reimbursement for some of their Professional Development expenses incurred from **June 1, 2008** onwards.

At this point, we cannot state how much money each of you may claim for 2008-2009. After the committee awards the large grants to those who apply in January 15 round, we will have a clearer indication as to how much money is left in the fund to be applied to small claims. We will then need to consider how many eligible members are requesting reimbursements. The maximum amount one can claim will be calculated by dividing the funds by the number of applicants. It is, therefore, critical that people submit applications on time.

Should you wish to be considered for small claims, we need to hear from you. Please complete the enclosed application form (also available at [www.cupfa.org](http://www.cupfa.org)). The deadline for application is **Thursday, 15 January, 2009, 3 p.m.** After that deadline, should there be funds available, we will do our best to make accommodations; however, there is no guarantee we will have money, and your files will be processed on a first-come, first-served basis.

Do not send any receipts at this time. Wait to hear if your application has been approved. Additional information as to how to process receipts will be provided at that time. **Expenditures must be dated June 1, 2008 or later.** As the paperwork will need to be processed by us and then processed by the budget officer in your faculty no later than April 15, we expect to process your claims in **February and March**. If you need to process a receipt that will only be available in April or May, please contact me.

When completing your claim forms, you will need original receipts, showing payments have been made (not billing you to make payment). The receipt should not have another person's name as purchaser. If you have purchased something online, you may use a printout as your receipt.

**Items you may be allowed to claim:**

- Books (relevant to your department; titles must be indicated on receipts)
- Software (relevant to your department; titles must be indicated on receipts)
- Association memberships (relevant to your department; some restrictions apply).  
In the case of professional memberships, some will not be allowed. Be advised that any that are eligible are considered by the government to be a taxable benefit and will be noted on the taxation slips (T4 etc.) prepared by the University.
- Periodical Subscriptions (relevant to your department)
- Photocopying
- Conference Registration (modest amounts; relevant to your department)
- Office supplies (e.g., pens, paper, toner, discs, data keys, etc.)
- Art supplies (Fine Arts; relevant to your department)

**Note:**

- Postage will not be funded unless you show it was to send a manuscript for publication (e.g., paper submitted to a periodical) or you can show it was directly related to research etc.
- Funding internet access has become problematic as some of you pay for bundles of service with Videotron, Bell, etc. The University will not fund your telephone bill or cable television access. You would need to demonstrate the cost of an ISP. These requests would then be subject to approval by the faculty and by financial services. CUPFA cannot guarantee these costs will be reimbursed. In future, these costs may no longer be accepted. If you file a tax deduction for home office expenses (see notice in newsletter), internet access may be claimed there.
- If making purchases where you intend to claim some of these items, and not others, please try to have the cashier restrict the bill only to items you plan to claim. Otherwise, you will need to deduct the extras and calculate the tax to be removed as well.

**You cannot claim:**

- Hardware (e.g., computers, printers, scanners, etc.)
- Office furniture
- Parking
- Repairs to printers, computers, etc.
- Fees paid to guest lecturers

**Claims refused by the University in the past included:**

- Invoices or estimates or packing slip with payments owing. We can only process receipts showing proof of payment.
- Books where you were the author. You may only purchase someone else's book.
- Receipts that listed your academic affiliation as another university or institution. Concordia must be listed as your affiliation.
- Receipts dated from previous budget years. Remember the budget year is from June 1 to May 31.
- Receipts for refreshments, candy purchased at the Concordia bookstore, etc. will not be reimbursed.
- Receipts that show no store name or in the case of books etc. show no titles, are not acceptable.
- Copies of cheques you wrote. Only cheques returned from the bank as processed, can serve as proof of payment.
- Photocopies of receipts. You must provide the originals.

Should you have any questions, please do not hesitate to contact me, or Karen Taillon, by email or through the CUPFA office ([cupfa@alcor.concordia.ca](mailto:cupfa@alcor.concordia.ca); 514.848.2424 x3691).