



## Professional Development News 2013-14

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### **Large Grant Guidelines**

The 2013-14 CUPFA Professional Development Committee consists of **Arpi Hamalian, Full-time Faculty, Education; Leopold Plotek, Full-time Faculty, Studio Arts; Margaret Hodges, Part-time Faculty, Art History; and myself, Lorraine Oades, Part-time Faculty, Studio Arts.**

### **IMPORTANT THE NEW DEADLINES FOR LARGE GRANT APPLICATION ARE:**

**April 1, October 15, January 15**

in order to conform to the University  
budget year which is now May 1-April 30

The PD grant maximum was increased from \$4000 to \$6000 in 2012. While this is a welcomed increase that we hope to maintain through our new collective agreement, CUPFA's mandate is to fund as many eligible projects as possible. As the demand for PD funding continues to grow, it is important to keep in mind that the maximum of \$6000 is available only under exceptional circumstances.

As of 2012 the University has implemented a new policy regarding ERRFs (Expense Report Reimbursement Forms). ERRFs must now be submitted to, and approved by, your Department Chair prior to submission to your budget officer.

**Please review the following PD guidelines when filling out your application. A copy is available on the CUPFA website:**

1. We will accept applications for "start-up" grants and for "continuation" grants.  
**Start-up Grants:** You may apply for a project that has not yet been funded. You should have a project that can lead to an end-product.

**Continuation Grants:** You may have already received funding from another source, yet the project requires more work. Ideally, your CUPFA grant should help you to complete the project and lead to an end-product.

2. You may apply for **an additional phase of a project** that had previously been supported by CUPFA PD. Please note, however, that these files may be granted a lower priority depending on the amount of funds available, and the number of grant applications. It is expected that you will demonstrate how the previous award was used, what was produced, and the quality of the work. As well, you will need to make a case for the related new phase of the project. Do not expect to be funded for several phases of the same project.

3. **Team Projects:** We have received applications where two part-time faculty members wish to collaborate, and we have funded some of these projects. When applying for team grants, each member must submit their own application, make a case for the contribution of each person, clearly identify budget needs of each person, etc. There is no limit as to how many part-time faculty members may work together; however, funding normally will not be supported beyond \$8000.

4. **Multiple Presentations:** Although our guidelines state only one project per person within any budget year, some applicants have asked for travel grants where they have asked to present two different papers in neighbouring cities, within the same two week period, etc. It is in the best interests of the university and the member to have two paper presentations supported, especially when the member has asked to travel a fair distance (eg., Africa, Asia, Europe, etc.). We cannot guarantee that both presentations will receive funding, but applicants are no longer discouraged from applying for such funding. In the case of these applications, the committee will make its decisions on a case-by-case basis. Be sure to provide a thorough description for each presentation, and to list Concordia as at least one of your affiliations for each.

5. It is expected that projects will **lead to end-products**. If you are producing art for an exhibition, please name the gallery where the works will be shown. If no gallery has yet guaranteed a show, please **explicitly name the galleries** that are being approached. Please keep the committee up-dated, either during the grant application process, or after receiving your award, when a gallery has agreed to mount the exhibition. If papers or books are to be published, please provide details about where or by which organization they will be published. Attach any letters you have received from organizations or societies providing invitations to you. Any documentation that can show others believe you have a quality project is encouraged.

6. As soon as you receive your grant, book your travel. Do not wait until shortly before you leave when costs of the ticket may have increased substantially.

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

- Some of the types of projects funded are: Research, conference presentations, workshops/training, preparation of art, certification examinations, film production, etc.
- Application deadlines are **April 1, October 15, and January 15**. It is these dates, in this order, which are grouped as one year because our budget runs from May 1 to April 30; most of the April applications, if they result in an award, do not make claims on the fund until May 1.
- We cannot fund completed projects; we do not fund retroactively.
- The maximum amount per award was changed from \$4000 to \$6000. This amount will only be awarded in exceptional circumstances because of increased demand for PD grants. The previous amount of \$4000 will remain a more realistic maximum for most projects; (see above note regarding team applications).
- Allow approximately 6-8 weeks for 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 15 not April 1 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.
- Convert all budget items to Canadian \$.
- Be sure to assemble all the documents in the order requested. **Do not staple** the file; use a clip. **Do not print double-sided.**
- It is expected that the project will be completed within one budget year (May 1-April 30; 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, depending on the amount of funds available, and the number of grant applications.
- 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. Keep in mind you can request to have your airfare prepaid by the University. For more information about this please see the Concordia website or the link from the CUPFA website to the travel policy.

- Accommodations must indicate the name of the hotel, number of days, and the amount per day including all applicable taxes.
- 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. **Always save your boarding passes** and include them with your receipts when claiming your expenses. Otherwise the University may not reimburse you.
- Please be sure to include all required items in your budget. You cannot add items at a later date, nor adjust amounts per item.
- We do not fund self-promotion or projects designed to be “money making.” We will fund the production of a manuscript for publication, but do not fund mass production of a book, CD, DVD, etc.
- If you need to hire individuals (e.g., technicians/musicians, etc.), in your budget, 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. **The university will only pay individuals and/or organizations directly.**
- If you have a company, the University will not pay the grant to your company.
- If you receive a grant, you will be required to credit support from “Concordia University Part-time Faculty Professional Development” in any publication, exhibition, catalogues, invitations, film, CD, etc. produced as a result of the award (see Article 17).
- Grant recipients are required to submit to CUPFA a report of the activity after it has been completed.

Additional information and application and budget forms can be found at [cupfa.org](http://cupfa.org). Please note that you should use the budget forms relevant to your type of project. If there is any travel involved, you must complete the “travel” form.

If you have questions, please feel free to contact me. It is best to submit complete applications as otherwise the processing of your file may be delayed, or your application may be denied. If you wish to come by the CUPFA office, we can show you a sample of applications from previous rounds. If there is demand, we will run a workshop on PD guidelines and how to prepare a grant application. Let us know what you would like to see and we will try to meet your needs.

We would like to publicize all of the projects and recipients, and provide links to member sites. We are working on a prototype for this and will send out more information soon.

Currently, the CUPFA website is a place where we will place notices of 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 post them on our site.