

# CUPFA PROFESSIONAL DEVELOPMENT FUND GRANT PROPOSAL

**PLEASE BE SURE TO READ INFORMATION SHEETS AND FOLLOWS ALL INSTRUCTIONS.  
PLEASE PRINT CLEARLY USING A DARK COLORED PEN.  
DO NOT ATTACH ANYTHING ON TOP OF THIS PAGE.**

## BACKGROUND INFORMATION

Name \_\_\_\_\_ Seniority Points \_\_\_\_\_  
Department(s) \_\_\_\_\_ Faculty(s) \_\_\_\_\_  
Home address \_\_\_\_\_  
# Street, Apt.# \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been awarded a CUPFA Professional Development grant?  Yes  No

If "Yes," please list the date(s) when it was awarded and the amount(s) (at least approximately). Please list only those grants awarded in the LAST FOUR academic years. \_\_\_\_\_

If you received a grant, did you submit a report to CUPFA on time?  Yes  No

Are you teaching this academic year?  Yes  No

Are you on leave, or have you requested a leave for this academic year?  Yes  No

Courses you teach that are related to this project (by dept and title and last term taught) \_\_\_\_\_

## PROJECT

Type of Project:  Conference Presentation  Conference Attendance  Workshop/Training  
 Preparation of Art/CD  Research  Preparation of a Manuscript  
 Other, specify \_\_\_\_\_

Amount requested (in Canadian) \$ \_\_\_\_\_ Expected Start Date \_\_\_\_-\_\_\_\_-\_\_\_\_ Expected End Date \_\_\_\_-\_\_\_\_-\_\_\_\_

Brief Description of the Project: \_\_\_\_\_

If you have alternate funding or have applied for funding from another source, please specify the source and amount of funds: \_\_\_\_\_

PLEASE BE SURE THAT YOU HAVE COMPLETED ALL OF THE FOLLOWING AND ATTACH THEM TO THIS SHEET IN THIS ORDER. INCOMPLETE OR IMPROPERLY ASSEMBLED APPLICATIONS WILL BE REJECTED.

Please check each as completed:

- Application Form (must be the top page)
- Complete Budget Forms (You MUST use CUPFA budget forms; select the one(s) appropriate to your project). If applying for travel, please attach a printed quote from one of the university's travel agents. Also include quotes for professional services and other expenses listed in your budget from the service provider.
- Full description of the project.

In addition to your description, if this is a conference or course/training, please attach a copy of the description provided by the organization (it should include name of the organizing body, dates, location, registration fees, hotel rates etc.). If this is a conference presentation, please include a copy of the abstract or submission AND attach proof of paper acceptance or indicate the date it is expected. You MUST list Concordia as at least one of your academic affiliations.

Statement describing how the activity is related to or will enhance teaching.

- CV
- Seniority list (available via My Concordia – staff services).
- Letter of reference from your Department Chair or Chair's designate (the chair must send a letter to indicate this person is the designate). You should provide your Chair with a copy of your application. Five copies of the reference letter may be sent directly from the referee to the CUPFA Office.

PLEASE SUBMIT **5 COLLATED COPIES (NO FOLDERS OR COVER LETTERS; USE A CLIP)** TO:

CUPFA – 1455 De Maisonneuve Blvd. W. Annex K, Suite 310 H3G 1M8, by the appropriate deadline: 3 p.m., October 15, January 15, or April 15. Further information? Please contact Lorraine Oades, Chair, Professional Development (locupfa@gmail.com) or 848-2424 ext 3691.