



Professional Development News 2017-18

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The CUPFA Professional Development newsletter is a handy guide that helps inform members about new developments concerning Professional Development and factors to keep in mind when applying for large grants or Small Claims. Please review this information carefully before you submit any applications. Additionally, always consult the official PD guidelines on the CUPFA website: <http://www.cupfa.org/professional-development/grants/>

If you have any questions about Professional Development funding or would like advice about your application or feedback on a project you are developing please feel free to contact me. I always look forward to talking with members about their projects and discussing any ideas or concerns you may have about Professional Development.

Professional Development Committee

The CUPFA Professional Development Committee consists of: one University administrator: Rebecca Duclos, Dean of Fine Arts; one full-time faculty member: Arpi Hamalian, Education; and two part-time faculty members: Margaret Hodges, Art History, and Lorraine Oades, Studio Arts.

Small Claims

The Small Claims application form can be found on the CUPFA website at: <http://www.cupfa.org/professional-development/small-claims/>. If you prefer a paper version, it can be picked up at the CUPFA office or on the shelves outside the office door. Be sure to read the instructions carefully prior to submitting your request for Small Claims, which is due on January 15th. You must have a minimum of 12 seniority credits to be eligible for Small Claims. In addition, you must be under contract in the 2017-18 academic year and be a current member at the time of the Small Claims application submission.

Software Packages

Members purchasing software will be happy to hear that it is possible to download MicroSoft Office for free and the Adobe Creative Suite for \$9.75 a year plus tax through Concordia. The Microsoft Home Use Program can be accessed on your Concordia Portal under Software and Applications. To obtain the Adobe Creative Suite site license go Concordia IT Services at: <https://www.concordia.ca/it/services/adobe-site-license.html>. Choose the heading "Does the site license include a home-use version of Acrobat Pro DC and Creative Cloud?" found under the FAQs section and click on the [Adobe](#) hyperlink.

JMSB and Engineering License Fees Policy

To offset the cost of license fees for members who teach in the John Molson School of Business and Engineering and Computer Science, CUPFA has implemented two new policies:

For members with 12 seniority credits or over, CUPFA will reimburse license fees up to the amount of \$150 or more depending on available funds, in addition to the regular amount reimbursed by Small Claims in a given year. Members who teach in ENCS may also be eligible for the CUPFA / ENCS cost sharing agreement.

Professors teaching courses in ENCS that have engineering science and/or engineering design content are required by the Canadian Engineering Accreditation Board to be registered as a professional engineer in one of the provincial orders, such as the Ordre des Ingénieurs du Québec or Professional Engineers Ontario. New professors must become registered within five years. CUPFA will support half the cost of applying for professional registration and the ENCS Faculty will support the other half. You must be in your second year of teaching in the Faculty of Engineering to be eligible.

Large Grants Guidelines

THE DEADLINES FOR LARGE GRANT APPLICATIONS ARE: April 1, October 15, January 15. If the deadline falls on a weekend, applications will be accepted the following Monday until 3 p.m.

To be eligible for large grants members must have a minimum of 24 credits as of the updated seniority list, which comes out each February and can be found on the Concordia portal.

The Professional Development Committee endeavors to fund as many applications as possible. In order to distribute monies to as many CUPFA members as possible, the Professional Development Committee gives lower priority to applicants who have received funding in the same academic year and/or those who have received funding for two consecutive academic years. These decisions may be influenced by the availability of funds and the number and quality of new applications.

The PD grant maximum was increased from \$4000 to \$6000 in 2012. 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.

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

Once again, please review the Professional Development guidelines when filling out your application. They can be found on the CUPFA website at: <http://www.cupfa.org/professional-development/grants/>

Additional information about applying for PD Grant

1. We will accept applications for "start-up" grants and "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: 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 and other data you feel would be germane to the committee's deliberations (Please contact Lorraine Oades should you wish to discuss). 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 at any distribution, some applicants have applied for travel grants to present two different papers in neighbouring cities within the same time period. 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.). Although not every grant application will result in funding, members are nevertheless encouraged to submit applications. 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 updated, 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 that 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.

Other important factors to consider:

- Some of the types of projects funded are: research, conference presentations, workshops/training, preparation of art, certification examinations, film production, etc.
- We cannot fund projects that have already been completed; we do not fund retroactively.
- 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. Make sure the budget forms are not printed double-sided.

- It is expected that the project will be completed and your receipts claimed within the maximum period of one budget year from the date of grant notification.
- 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.
- No stipends may be paid to the applicant. We do not pay for your time.
- Professional Development Grants are not transferable and can only be undertaken by the member who submitted the original application.
- 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 the University's agents and your agent, showing the latter to have the most economical fares. Keep in mind that you can request to have your airfare prepaid by the University.
- 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 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, catalogue, invitation, 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.

Application and budget forms can be found at cupfa.org under the Professional Development/CUPFA Grants Section. 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.

Currently CUPFA places notices of upcoming art exhibitions, book and CD launches, etc. on our website. Whether or not your work was supported by Professional Development funding, please let us know about your upcoming activities and we will do our best to post them on our homepage.