



Research & Professional Development (R& PD)  
How to Apply for a Large Grant

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Prepared & Presented  
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**Office Hours:** Friday 9:00-11:00 am via [Zoom](#)

**Meeting ID:** 853 7332 8080; **Passcode:** 250984

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# Objective of Large Grants

Provide funds to members with a **minimum of 18 seniority credits** (Article 17.04), whose name appears in the **Seniority List** (32-month hiatus period [Article 8.3]), for the following:

1. Costs involved in the production or exhibition of artworks.
2. Costs involved in the presentation of papers at conferences.
3. Costs involved with workshops or training sessions.
4. Costs involved in undertaking research projects.
5. Costs involved in the publication of work.

# Grant Size, Duration & Priority

- **Maximum amount:** \$7,500
- **Maximum Duration:** One (1) year (if an extension is needed, the grant recipient must submit a written request)
- **Priority:** is given to (a) members who have never received prior funding, and (b) those who have not received funding in the last three years.

# Your application must contain these files merged into a SINGLE PDF DOCUMENT in the following order

1. CUPFA Large Grant Application Form
2. Completed Budget(s) (use only the ones relevant to your application)
3. Description of project
4. Description of how the activity will enhance teaching
5. Seniority list (include only a single page)
6. Curriculum Vitae



T R A V E L

## General Procedures for Travel Expenses - Booking Travel

- ▶ When travelling, the University will recognize the possibility to plan departure or return dates to allow 1 or 2 days prior to the event start or end date. No more than **a total of two additional days**' worth of travel expenses (prior and after the event) can be reimbursed for travelling according to CFO policy. As such, feel free to include the **extra two days** in your application.
- ▶ Although travel can be purchased through any travel agency, your application quote for **economy** class airfare must come from one of the **University's preferred travel agencies** (see next slide).

# Provide a quote from a Concordia preferred Travel Agency (avoid Expedia, etc.)

## Les services Direct Travel

Nedra Aouini

514-855-4803

[nedra@dt.ca](mailto:nedra@dt.ca)

**Toll-free Phone: 1 - 800 - 342 - 9554**

<https://www.dt.com/en-ca/>

## Uniglobe Voyages Lexus

Catherine Bouchard

514 - 397 - 9221 Ext. 236

**Sans frais 1-866-397-7139**

[cbouchard@uniglobelexus.com](mailto:cbouchard@uniglobelexus.com)

[contact@uniglobelexus.com](mailto:contact@uniglobelexus.com)

<https://uniglobelexus.com/en/home/>

## Uniglobe Voyages Lexus

Arif Ali Khan

T: 514-871-8888 direct Cell/Whatsapp: 514-586-3148

[arif@uniglobelexus.com](mailto:arif@uniglobelexus.com)

<https://uniglobelexus.com/en/home/>

In filling out the Travel Budget Forms, you must consult Concordia's [TRAVEL AND CONFERENCES HANDBOOK](#) (last updated on September 2022) Carrefour > Financial Services )

Read all the up-to-the minute news on UNITY.

[GET THE LATEST NEWS](#)

[UPDATED JOURNAL UPLOAD TEMPLATE](#)

## UNITY finance features

- [My Expense Reports](#)
- [My Purchase Requisitions](#)
- [My Academic and Researcher Dashboard](#)

- [Journals](#)






## FAQs

- [Researchers](#)
- [Faculty & Administration](#)
- [Association members](#)
- [Renovation participants](#)
- [Corporate Card](#)

## Policies & guidelines

- [All university policies](#) [public]
- [Travel policies](#) [public]
- [Travel and Conference Policy \(CFO-3\)](#)  / [FR](#) 
- [Travel and Conference Handbook](#) 
- [Procurement Policy](#) 
- [Procurement Handbook](#) 
- [P-Card guidelines](#) 
- [Web requisition training guide](#) 
- [Policy on Enterprise Risk Management \(BD-14\)](#) 
- [Policy on Hospitality, Meetings and Events \(CFO-10\)](#)  / [FR](#) 
- [Petty Cash Policy \(CFO-8\)](#)  / [FR](#) 

## Forms & resources

- [Financial Services forms by topic](#)
- [P-Card application form](#) 
- [T-Card application form](#) 
- [Cost object and GL account finder](#)
- [GL accounts](#) 
- [Commodity Codes to GL Mapping](#) 
- [Journal Upload Template](#) 
- [New: Financial Services glossary of terms](#)

# Accommodations: Montreal Hotels

- ▶ Option 1: Obtain a quote from one of the following hotels that accept Concordia's corporate rate  
Preferred Hotel Rates

- ▶ Option 2: Contact Concordia's Travel Agencies



# Accommodations: Non-Montreal Hotels

- ▶ Option 1: To obtain a quote, register with the Canadian Association of University Business (CAUBO), and under “Members Discount,” click “Hotels.”
- ▶ Option 2: Contact one of Concordia’s Travel Agencies



# Accommodation: International Hotels

- ▶ **Option 1: Ask one of Concordia's Travel Agencies**
- ▶ **Option 2: Ask your conference organizer for recommendations**
- ▶ **Option 3: Ask your chosen hotel if they offer discount for educators**

# Travel: Car Rental Quotes

- ▶ Option 1: Ask one of Concordia's Travel Agencies
- ▶ Option 2: Register with the Canadian Association of University Business (CAUBO), and under "Members Discount," click "Car rentals" (*CAUBO is recognized and endorsed by Concordia University (see p. Travel and Conference Handbook p.28).* The University's name must appear on the rental contract.

## Term

The Car rental program has been extended with current providers for an additional year to September 30, 2022.

## Eligibility

Administrative staff and faculty currently employed by CAUBO member **universities** and **colleges** are eligible to reserve vehicles under the CAUBO Car Rental Program with all brands for personal and business use. The Program is not intended for students, alumni or retirees. Proof of employment (e.g. business card or employee ID) may be requested upon pick-up of vehicle.

## Reservations



Dedicated booking portals for CAUBO members are available at the links provided below. Click on the link to receive your negotiated rates.

**Avis:** Save up to 30% off base rates with Pay Now.\*

\*Terms Apply

**Budget:** Enjoy up to 35% off base rates with Pay Now.\*

\*Terms Apply

**Enterprise/National**

**Discount:** Enter promo code **CAUBU** for unlimited KM packages or **CAUBL** for standard KM packages

For Luxury & Premium vehicles/SUV's and Pick up Truck: reservations can be made by calling 1-888-412-3733 and reference booking code **23538**

# Travel: VIA Rail

- ▶ Obtain a quote for an Economy class fare by visiting [Concordia University | VIA Rail](#) (Concordia's discount code 810217 of 15% is already pre-populated)



# Travel: Trip Cancellation and Trip Interruption

- ▶ When you ask your Concordia's Travel Agent for a quote, ask them to include a "Trip Cancellation and Trip Interruption" Insurance.
- ▶ Premium Protection Plan has coverage that allows travelers to cancel "for any reason" to a certain number of days before departure but refund up to 80% of the non-refundable amount (instead of 100% due to illness, death in the family, house burn down, etc.) This product must be purchased on the same day as the purchase of the trip (in some cases, Concordia's travel agencies can get authorization within 72 hours of initial purchase).

# Travel: Include Medical Coverage in your Quote

Because our provincial health plan covers nothing, or only a very small portion of the costs of medical care abroad, and never up front, please obtain a quote by contacting any of the following:

- Your Bank
- Your Travel Agent
- Your Insurance Broker
- Your Credit Card Company

# Publication of Work



# Publication of Work: Eligible Costs



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INDEXING



COPY EDITING

EDITORS ARE USUALLY PAID ON AN HOURLY BASIS AND WHILE RATES VARY, **\$30/HOUR** IS THE AVERAGE RATE.

# Publication of Work: Book Manuscript

Concordia University Press (Launched in 2016)

- ▶ Publishes in English and in French.
- ▶ Accepts proposals for books and pamphlets in the Fine Arts, Humanities, and Social Sciences.

# Publication of Work: Translators

Obtain a quote by a certified translator who is a member of Quebec's Ordre des traducteurs, terminologues et interprètes agréés du Québec (see also <https://ottiaq.org/en/find-a-member/> )

**Note:** Concordia's Translation Services offer English-to-French translation and French language editing and proofreading **free of charge** for documents up to 2,000 words.

# Publication of Work: Writers & Editors

Quebec's Writer's Federation

Editors Canada

Non-exhaustive list of freelance editors recommended by our members

- ▶ Ashley Fortier (Montreal)
- ▶ Louise Rebecca Chapman (UK)
- ▶ Candice Pye (Montreal)
- ▶ Alexander Hackett (Montreal)
- ▶ Nicole Giguère

# Publication of Work: Open-Access Journals

- ▶ Applicants must first contact Concordia's Open Access Fund (OAF) . It provides Concordia-affiliated researchers with discounts on author publishing charges (APCs).
- ▶ Applicants may request funding for the balance.

# Research



# Quoting Research Assistants Rates:

(See Collective Agreement - TRAC-RA and TRAC-TA)

## ALL FACULTIES

MINIMAL RATE in effect from June 1, 2021 to May 31, 2022

Doctoral Student	29.11\$ / hr
Masters Student	21.62\$ / hr
Undergraduate Student (not applicable to SGS)	16.86\$ / hr

MINIMAL RATE in effect from June 1, 2022 to May 31, 2023

Doctoral Student	29.81\$ / hr
Masters Student	22.14\$ / hr
Undergraduate Student (not applicable to SGS)	17.26\$ / hr

# Art Preparation



# Eligible Costs (quotes needed)

Actors

Electronics technician

Photo Technician

Space Rental

Sound Technician

Director / Videographer

PA / Lighting Assistant

Video Editor

Documentation-high-rez scans

Test prints

Mounting & Framing

Publication Printing

PA / Lighting Assistant

Relevant Art Material (e.g., Oil Paint, etc)

# Example of an itemized equipment budget form

## Equipment (Art supplies, etc.)

Description of Materials	Quantity (Q)	Unit Price (UP)	Amount (Q x UP)	Awarded (for committee use)
<b>Project materials: management/ Research/ documentation / organisation for one year</b>				
Printing inks—HP564XL 3-colour	3	\$ 94.99	\$ 284.97	
Printing inks HP564XL BK	6	\$ 49.99	\$ 299.94	
HP564XL M	1	\$ 44.99	\$ 44.99	
HP564XL C	1	\$ 44.99	\$ 44.99	
Assorted papers and labels				
Multi-use 20lb 8.5x11, 500shts	8	\$ 7.99	\$ 63.92	
Refill paper 8.5x11	10	\$ 2.99	\$ 29.99	
Assorted markers and pens	4 boxes	\$ 12.79	\$ 51.16	
Mailing/parcel delivery service for proofs	6	\$ 23.63	\$ 141.78	
Tops Clearview binders (4 pack)	7	\$ 14.99	\$ 104.93	
Plastic sheet protector	2	\$ 23.99	\$ 47.98	
File folders				
External Terabyte hard drive ADATA	1	\$ 79.99	\$ 79.99	
USB key 32GB	1	\$ 19.99	\$ 19.99	
		TOTAL →	\$ 1,214.63	

# Example of a Quote

## QUOTE FOR AUDIO & VIDEO PRODUCTION PER DAY of SHOOTING

PROJECT: PIANO CONCERT  
CONTACT: [REDACTED]

| Cinematographer  
[oswaldo.toledano@concordia.ca](mailto:oswaldo.toledano@concordia.ca)

SHOOTING DAYS: 3  
SHOOTING FORMAT: DIGITAL VIDEO HD, 24 F.P.S  
DELIVERY FORMAT: FULL HD (1920 X 1080) QT  
PRORES422

CONCEPT	COST		X	DAYS	TOTAL
<b>AUDIO &amp; VIDEO PRODUCTION SERVICES</b>					
Pre-production / Production	\$600.00		1	1	\$600.00
Post-production (Video Editing + Color Grading + Deliverys)	\$200.00		1	3	\$600.00
<b>EQUIPMENT</b>					
Camera Rentals	\$0.00		1	Flat	\$0.00
Insurance	\$0.00		1	Flat	\$0.00
<b>TRANSPORT</b>					
Communauto	\$0.00		1	1	\$0.00
TOTAL					\$1,200.00

## **Sample of a Project Description** *(With thanks to Peter Graham, PhD (Loyola College for Diversity and Sustainability) for his permission to utilize his application for illustrative purposes)*

- “I will be presenting two papers remotely at the Congress of the Federation of Humanities and Social Sciences and possibly also presenting the first paper again at the International Society of Ecological Economics conference in July. I also plan to publish the two articles in peer reviewed journals.
- The research furthers my doctoral work on sustainable development. The first article, “Economics Leaks, So What Next?” explores the blind spot of Western knowledge systems generally and economics knowledge specifically. That article will be presented to the Environmental Studies Association of Canada (ESAC) (date and time to be confirmed). While it is generally accepted that mainstream economic theory provides and supports the cognitive tools – the frames, models, metaphors, vocabularies, etc. – to naturalize the contamination of the Earth and the commodification of life, very little focus has been put on what to do about it. (Proposal acceptance attached).
- The second article, “Wickedness Deciphered: Mediated Action and the Democratisation of Agency,” applies a novel framework to the “wicked problem” problem. By combining the mediated action aspects of sociocultural analysis and material engagement theory with a Batesonian “ecology of mind” perspective, new territories of the wicked problem can be effectively mapped. This paper will be presented to the Canadian Sociological Society (CSA) on Thursday June 3rd at 3 PM. (Schedule attached).
- While both these papers extend my doctoral research, it is also important for me to move my research in a direction that will qualify me to teach courses in other social science disciplines. The research evidenced in these papers provides me with good background knowledge for teaching courses such as Material Culture or Economy & Society, for example.
- My ongoing research also keeps me up to date for courses on diversity and sustainability offered at Loyola College for Diversity and Sustainability. These fields are evolving rapidly, and it is important not only to keep reading in the fields, but also to discuss research with peers at conferences or in the discussion group I belong to at Queen’s University. Especially during the pandemic, I have found it extremely helpful to be able to have focused discussions on current research with peers.”

# Information for conferences or workshops

- Must include all relevant information
  - Name of event
  - Dates
  - Venues
  - Registration Fees

# Other Documents

- ▶ **Seniority list:** Include only the page with your name
- ▶ **CV:** Include the latest version
- ▶ **Email Approval by your Department Chair:** When you submit your application, please cc your Departmental Chair and ask them to confirm with a brief authorization. If you are teaching in more than one department, ask the Chair of your home department (e.g., the department that appears on your paystub). If that is not possible, ask the Chair of the department where you are currently teaching.

# Application Deadlines

- ▶ April 1
- ▶ October 15
- ▶ January 15

# Varia

- ▶ If your Letter of Acceptance to a conference indicates a different institutional affiliation (e.g., McGill University, John Abbott College, Vanier College, Dawson College, Champlain College, Universite de Montreal, Ottawa University, etc) you must disclose the funding amount you will be receiving (*On average, Quebec CEGEPs offer \$1,500 per year*)

# FAQs

Frequently Asked Questions



Q: Who sits in the Research & Professional Development Committee?

A: University Appointed (2022-2023)

Arpi Hamalian PhD, FT, Education  
(University Appointment)



Anne Gérin PhD, Dean, Faculty of  
Fine Arts (University Appointment)



# What is the post-application timeline?

1

1. An Adjudication Meeting is scheduled 7-14 calendar days after the PD Large Grant deadline.

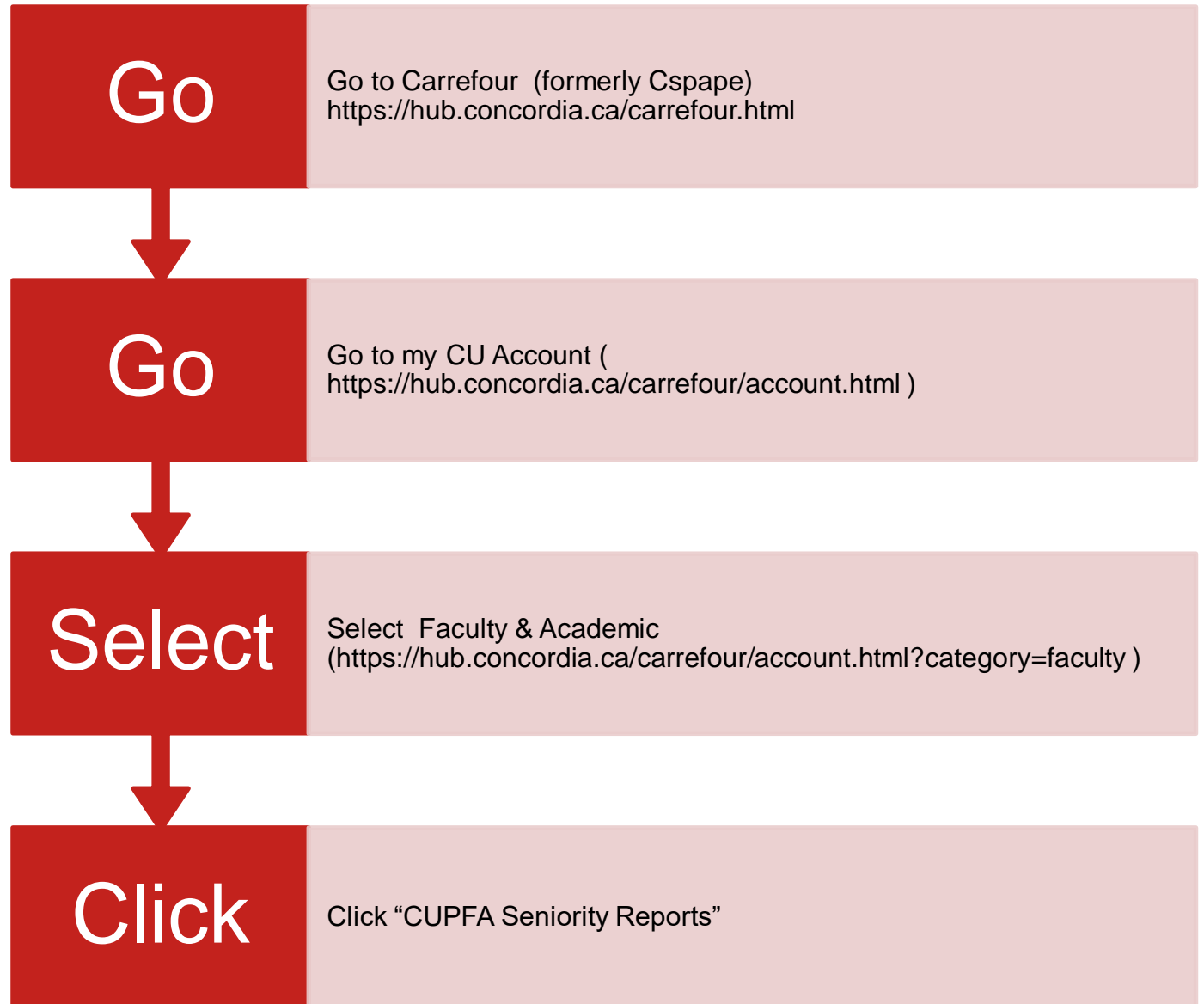
2

2. Decisions are communicated via email 2-3 business days following the Adjudication Meeting.

3

3. An applicant has 30 days in which to accept or reject their PD award.

# Where can I find my Seniority Credits?



# Does R&PD fund retroactively?

- ▶ The PD Committee will not fund retroactively. The activity for which funds are requested must take place after the deadline at which the application was made.

# May I apply for two different projects?

- You are only permitted to submit a single project. An exception is made for activities in neighboring cities.

# Is funding available for attendance at a conference?

- Yes. However, simple attendance is funded at a percentage of the total costs. (Priority is always given to members presenting a paper)

# Miscellaneous

- **May I hire a relative?:** Yes. However, in accordance with Concordia's Conflict of Interest Policy, you must disclose this in your application, and outline the professional qualifications of the "Related Party" (*Member's immediate family member (spouse, child, parent or sibling), or other person living in the same household, or any other person with whom the Member shares a financial interest, either directly or indirectly.*
- ▶ **May I hire my student or an internship student?:** Yes, but you respect University hiring and salary procedures
- ▶ **Do you pay a salary?:** The PD Committee will not fund projects whose principal purpose is the creation of a money-making property for the applicant.

Thank you!

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**The End**