



Research & Professional Development (R& PD)
How to Apply for a Research Grant (formerly known as
“Large Grants”)

Last Update: April 2026



Prepared & Presented
by Eleni Panagiotarakou, PhD
Chair Research & Professional Development

eleni.panagiotarakou@cupfa.org

Objective of Research 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 Research Grant Application Form (see website)
2. Relevant Budget Forms (see website)
3. Description of project
4. Description of how the activity will enhance teaching
5. Seniority list (include only the page depicting your name)
6. Curriculum Vitae



T R A V E L

Airfare

Provide a quote from Expedia,
Booking, an Airline site, etc.
The quote must consist of the
most economical option

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: Car Rental Quotes

- ▶ Provide a quote by any major rental company for the most economical option (i.e., compact car)
- ▶ Also, compare prices by registering (free) 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**

Accommodations

1. Provide a quote from the hotel of your choice or Expedia, Booking, etc.
2. Regardless of the venue, you must choose the most economical option
3. Should you choose with family, or friends you will be reimbursed by a flat rate (consult Concordia's *TRAVEL AND CONFERENCES HANDBOOK*)

In filling out the Travel Budget Forms, you must consult Concordia's *TRAVEL AND CONFERENCES HANDBOOK* (last updated in September 2022) Carrefour > Financial Services) for rates related to per diem and other expenses

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

Per Diem Rates

TRAVEL AND CONFERENCE HANDBOOK

As per the *Travel and Conference Policy (CFO-3)*

Version 1.1 May 1, 2023

APPENDIX 2

PER DIEMS

Meal per diems

	Canada \$60.00/day	USA \$60.00 USD/day
Breakfast	\$11.00 CAD	\$11.00 USD
Lunch	\$18.00 CAD	\$18.00 USD
Dinner	\$31.00 CAD	\$31.00 USD

Geographical Location	Daily Total	Breakfast	Lunch	Dinner
Eurozone + UK	€110	€20.50	€32.50	€57.00
Outside Eurozone/Asia/Oceania/Middle East	CAD110	CAD20.50	CAD32.50	CAD57.00
Africa/South & Central America	CAD88	CAD16.50	CAD26.00	CAD45.50

Part II. Publication of Work



Publication of Work: Eligible Costs



COPYRIGHT(S)



INDEXING



COPY EDITING

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

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.

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)
Project materials: management/ Research/ documentation / organisation for one year				
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

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
AUDIO & VIDEO PRODUCTION SERVICES					
Pre-production / Production	\$600.00		1	1	\$600.00
Post-production (Video Editing + Color Grading + Deliverys)	\$200.00		1	3	\$600.00
EQUIPMENT					
Camera Rentals	\$0.00		1	Flat	\$0.00
Insurance	\$0.00		1	Flat	\$0.00
TRANSPORT					
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.”

Part IV: Art Preparation



Information for conferences or workshops

➤ Include all relevant information such as:

- Name of event
- Dates
- Venues
- Registration Fees

❖ **Notes:**

1. Apply for a conference/workshop as soon as the Call for Proposals (CFP) is advertised.
 - For international conferences, apply 4-6 months prior to the conference date; for American and Canadian conferences, apply 2-3 months.
2. Apply for PD funding even if you do not have a “Letter of Acceptance” from the conference at the time of application; once you receive the acceptance letter, forward it to my attention.
3. The PD Committee does not fund retroactively; as such, it is important not to purchase any airline tickets

Other Documents

- ▶ **Seniority list:** Include only the page with your name
- ▶ **CV:** Include the latest version

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?

Go

Go to Carrefour (formerly Cspape)
<https://hub.concordia.ca/carrefour.html>

Go

Go to my CU Account (
<https://hub.concordia.ca/carrefour/account.html>)

Select

Select Faculty & Academic
(<https://hub.concordia.ca/carrefour/account.html?category=faculty>)

Click

Click "CUPFA Seniority Reports"

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 -50% of the total costs, and your application is given a low-priority status

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.*
- **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.

