

CUPFA PROFESSIONAL DEVELOPMENT FUND GRANT PROPOSAL

Name _____

Seniority Points _____

Departments(s) _____

Faculty(s) _____

Telephone _____

Email _____

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

If "Yes," list the total combined amount that you received in the last two(2) 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):

TYPE OF PROJECT				
Conference	Preparation of Art/CD	Preparation of a Manuscript	Research	Workshop/Training
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:

COMPLETE AND MERGE THE FOLLOWING DOCUMENTS IN A SINGLE PDF FILE.

(NB:Feel free to use the Soda PDF program <https://www.sodapdf.com> to merge your documents as it is both free and reliable.)

1) Application Form

2) CUPFA Budget Form(s)

If applying for travel, attach a quote from one of Concordia's affiliated travel agencies. If applying for any other project, include quotes for professional services and other expenses from the service provider(s).

3) Full description of the project

In addition to your description, if this is a workshop, attach a copy of the description provided by the organization (e.g., name of organizing body, dates, location, registration fees, hotel rates etc.). If this is a conference presentation, include a copy of the abstract(de picting your Concordia affiliation) and proof of paper acceptance.

4) Statement describing pertinence of project to your teaching and/or research

5) Seniority list

In FRIS, select "Part Time Professors and Applicants". Scroll down to "Relevant Documentation", "CUPFA Seniority List"

6) Updated CV

Submit your PDF application to: pdgrants@cupfa.org

Contact the Chair of Research and Professional Development (pdgrants@cupfa.org) or info@cupfa.org for any further information.