

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDING FROM THE FACULTY PD COMMITTEE

Current Funding Year: **2019-2020 (Sept 1, 2019 – March 31, 2020)**

Funding is available to faculty to support activities that enhance and improve teaching and learning at Capilano University. Funding is the reimbursement of expenses up to a maximum of **\$2500** and is dependent on annual budget funds. Funding applications are reviewed by the Faculty PD Committee and prioritized based on the significance, applicability, and demonstrated need of the funding proposal in addition to the role taken by the faculty member and length of time since last receiving funding.

If you have any questions, please contact Faculty PD Committee Chair, at facultypd@capilanou.ca

Professional Development activities may include (but are not limited to):

- Attendance or presentation at a conference or workshop
- Graduate courses
- Activities related to knowledge transfer/information sharing with the University community
- Professional Development workshops for faculty members
- Collaborative projects involving multiple faculty members, including multidisciplinary projects
- Teaching and learning projects and programs

Examples of activities that are **not funded** include student/faculty tours, client surveys, regular articulation processes, ongoing departmental activities, student gatherings with faculty sponsors, or professional/organizational membership fees.

Eligibility

Both Regular and Non-Regular Faculty members are eligible for funding if they have:

- Not received funding in the past 2 years.
- Worked a minimum of four sections in each of the two preceding years.
- Submitted, in a timely manner, expense and written reports from a previously approved activity.

The Committee will consider requests from faculty who do not meet the above criteria but will assign such requests a lower priority.

Allocation Criteria

Funds will be allocated according to the following criteria:

- Significance (How does it improve teaching or learning at Capilano? How does it advance knowledge or creativity in your field?)
- Applicability (How does the project advance programs at Capilano University? How many faculty, departments, and students will benefit?)
- Demonstrated need for the project at Capilano University
- Role taken at the event (attendee, speaker, organizer...)
- Length of time since the applicant has received a Faculty PD Committee grant

Claimable Expenses

Expenses must be related to professional development activities that enhance the knowledge, performance or career progression of your work at the University. The Fund may not be accessed for any other purpose.

Typical expenses include:

- conference or workshop registration fees
- necessary travel including airfare
- accommodation that is within the allowable BC Government rate (please request the government rate).
The following website provides approved rates for cities within BC
<http://csa.pss.gov.bc.ca/businesstravel/>
For travel out-of-Province and out-of-Country see the following approved rates http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng
- meals/per diem rate per day. To claim meals, travel status must
 - Begin before 7 am on the date of departure to claim breakfast =11.75
 - Begin before 12 pm on the date of departure to claim lunch =13.50
 - End after 6 pm on the date of return to claim dinner = 22.75
- mileage (.52 cents per km) \$48.00

Expenses that are **not allowed** include:

- excess baggage fees
- alcohol
- gifts
- room service
- rental cars
- personal expenses
- accommodation expenses outside of the PD dates (e.g., hotel costs associated with staying for personal days after a conference).

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FROM THE FACULTY PD COMMITTEE

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Name:

Email:

Department:

Number of years of service at Capilano:

Number of sections assigned each academic year for the past 2 years:

Date and amount of the last approved grant:

Type of PD activity:

Location of PD activity:

Dates:

Please describe the planned PD activity including a proposed itinerary of the days during which you are applying for funding. If you are applying for funding to cover travel costs associated with independent research, in addition to the itinerary please provide contact names, and organizations with whom you are conducting your research.

Describe the contribution or expected benefits of the planned PD activity in relation to teaching and learning at Capilano University.

Indicate how, where, and when you will share your experience with the Capilano University Faculty.

**PROFESSIONAL DEVELOPMENT FUNDING FROM THE FACULTY PD COMMITTEE
PROPOSED BUDGET**

Applicant Name: _____

Dept. _____

Brief description of activity:

Please provide a detailed budget outlining the costs associated with the PD Activity, for example, airfare, hotel, registration fees, etc. ***Costs other than those listed here will not be reimbursed.***

ESTIMATED PD EXPENSES	AMOUNT (CND)
Subtotal	
Minus funding from other sources (e.g, personal spending acct., departmental funds)	
TOTAL	

INTERNAL USE ONLY: Funding Approval Maximum Amount: _____

Name (please print)	Signature	Date
PD Committee Chair: _____	_____	_____
Administrator: _____	_____	_____