

## **Hello all Capilano University Faculty:**

The Faculty PD Committee invites interested regular and non-regular faculty members to apply for Professional Development Funding for activities taking place from **April 2019 until Sept 2019**. The application deadline is **Sunday, March 17 2019**.

**Professional Development (PD)** funds are allocated for *reimbursement* of expenses incurred by faculty members for activities, projects, training, or research that will enhance and improve teaching at Capilano University.

The maximum allowable funding is **\$2500 per faculty** member. We will provide funding for as many proposals as possible within the limits of our budget.

The next call for proposals will go out in Sept/Oct 2019 for activities taking place from Sept 01, 2019 – March 31, 2020. Please see attached PD Proposal Application form for further details.

The proposal form is to be **completed electronically**, saved, and emailed to [facultydpd@capilanou.ca](mailto:facultydpd@capilanou.ca). Paper copies will not be accepted.

To see examples of eligible expenses, check out the **Faculty Professional Development Moodle** site

**Password = teach**

### **How to Apply for PD Funding Reimbursement:**

1. Review the PD Proposal Application form carefully
2. Email the completed PD Proposal Application form to [facultydpd@capilanou.ca](mailto:facultydpd@capilanou.ca)
3. Application receipt will be acknowledged via email.
4. Successful applicants must pay upfront for their eligible PD activity.
5. In order to receive reimbursement, recipients of Faculty PD funding must:
  - submit within **60 days of the PD activity**, a summary of expenses, including original receipts (e.g., boarding passes and hotel receipts), and a brief written report. The written report should include an evaluation of the project or activity
  - faculty also must upload the report to the Faculty PD Moodle site.
6. Expenses will not be reimbursed until the expense form, receipts, documentation, and written report are received. The written report must also be uploaded to the

Faculty PD Moodle site. Incomplete forms will delay processing and may result in non-reimbursement of funds.

If you have any questions regarding the funding and/or forms please contact Colin Gilker, Interim Chair Faculty PD Committee, at [facultydpd@capilanou.ca](mailto:facultydpd@capilanou.ca) or [cgilker@capilanou.ca](mailto:cgilker@capilanou.ca).

All the best with the excellent and valuable work faculty do at Capilano University,  
**your PD Committee.**