



## Professional Development News 2012-13

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### **Large Grant Guidelines**

The 2012-13 CUPFA Professional Development Committee consists of **Arpi Hamalian, Full-time Faculty, Education; Leopold Plotek, Full-time Faculty, Studio Arts; Margaret Hodges, Part-time Faculty, Fine Arts; and myself, Lorraine Oades, Part-time Faculty, Fine Arts.** The following includes general information and guidelines concerning large PD grants. You will find most of the information hasn't changed from the last two years. The PD grant maximum was increased from \$4000 to \$6000 in 2012. While this is a welcomed increase that we hope to maintain through our new collective agreement, CUPFA's mandate is to fund as many eligible projects as possible. As the demand for PD funding continues to grow, it is important to keep in mind that the maximum of \$6000 may be available only under exceptional circumstances. We have also been informed that completed ERRFs (Expense Report Reimbursement Forms) must now be submitted to, and approved by, your Department Chair prior to submission to your budget officer. Please make sure you read through this information carefully. A copy is also available on our website. I highly recommend you refer to it while you are filling out your applications for large PD grants. If you have any questions please contact me at the above email.

### **As stated in the Professional Development News of 2010-2012, please note the following clarifications and modifications:**

1. We will accept applications for "start-up" grants and for "continuation" grants.  
**Start-up Grants:** You may apply for a project that has not yet been funded. You should have a project that can lead to an end-product.

**Continuation Grants:** You may have already received funding from another source, yet the project requires more work. Ideally, your CUPFA grant should help you to complete the project and lead to an end-product.

For example, the 2010 PD News highlighted **Philip Szporer's** project to complete the production of a dance film **Quarantine** that had previously received Canada Council

and other funding. Clearly this is a project that required a large amount of capital and multiple sources of funding.

2. You may apply for **an additional phase of a project** that had previously been supported by CUPFA PD. Please note, however, that these files may be granted a lower priority depending on the amount of funds available, and the number of grant applications. It is expected that you will demonstrate how the previous award was used, what was produced, and the quality of the work. As well, you will need to make a case for the related new phase of the project. Do not expect to be funded for several phases of the same project.

3. **Team Projects:** We have received applications where two part-time faculty members wish to collaborate, and we have funded some of these projects. When applying for team grants, each member must submit their own application, make a case for the contribution of each person, clearly identify budget needs of each person, etc. There is no limit as to how many part-time faculty members may work together; however, funding normally will not be supported beyond \$8000.

4. **Multiple Presentations:** Although our guidelines state only one project per person within any budget year, some applicants have asked for travel grants where they have asked to present two different papers in neighbouring cities, within the same two week period, etc. It is in the best interests of the university and the member to have two paper presentations supported, especially when the member has asked to travel a fair distance (eg., Africa, Asia, Europe, etc.). We cannot guarantee that both presentations will receive funding, but applicants are no longer discouraged from applying for such funding. In the case of these applications, the committee will make its decisions on a case-by-case basis. Be sure to provide a thorough description for each presentation, and to list Concordia as at least one of your affiliations for each.

5. It is expected that projects will **lead to end-products**. If you are producing art for an exhibition, please name the gallery where the works will be shown. If no gallery has yet guaranteed a show, please **explicitly name the galleries** that are being approached. Please keep the committee up-dated, either during the grant application process, or after receiving your award, when a gallery has agreed to mount the exhibition. If papers or books are to be published, please provide details about where or by which organization they will be published. Attach any letters you have received from organizations or societies providing invitations to you. Any documentation that can show others believe you have a quality project is encouraged.

6. As soon as you receive your grant, book your travel. Do not wait until shortly before you leave when costs of the ticket may have increased substantially.

## **Additional Pointers: Applying for PD Grants**

- Some of the types of projects funded are: Research, conference presentations, workshops/training, preparation of art, certification examinations, film production, etc.
- Application deadlines are always **April 15, October 15, and January 15**. It is these dates, in this order, which are grouped as one year because our budget runs from June 1 to May 31; most of the April applications, if they result in an award, do not make claims on the fund until June 1.
- We cannot fund completed projects; we do not fund retroactively.
- The maximum amount per award was changed from \$4000 to \$6000 last spring. Please note, this amount will likely only be given in exceptional circumstances because of increased demand for PD grants. The previous amount of \$4000 will remain a more realistic maximum for most projects; (see above note regarding team applications).
- Allow approximately 6-8 weeks for the decision of the committee.
- Apply well in advance of the start of your project. **Projects planned for May to June are best served by the January 15 not April 15 round.**
- Any research involving human subjects requires approval from the University Human Research Ethics Committee (UHREC). If you plan to interview anyone this requires ethics approval.
- Convert all budget items to Canadian \$.
- Be sure to assemble all the documents in the order requested. Do not staple the file; use a clip. Do not print double-sided.
- It is expected that the project will be completed within one budget year (June 1-May 31; see Article 17).
- The project should lead to an end-product such as creation of art, presentation at a conference, a book, a publication in an academic periodical, etc.
- Conference presentations with proof of paper acceptance and Concordia listed as at least one of your affiliations, may receive total funding up to the maximum allowed by the committee. **You may apply before you receive acceptance** of your paper. The committee will make a decision pending proof of paper acceptance.
- Attendance at conferences may receive no more than 1/3 of required costs, and cannot exceed the maximum allowed by the committee. On a case-by-case basis, the committee may decide to allow funding total costs to a maximum of \$2500 to those who have not received PD funding (excluding small claims) in the last four academic years.
- No stipends may be paid to the applicant. We do not pay for your time.
- Travel requests must follow the University's travel policies. Please see the Concordia website or the link from the CUPFA website to the travel policy. Standards rates have been established and there are rules regarding which travel agents may be used. If you choose not to use the University's agents, you must obtain same-day written quotes (email is acceptable) from them and your agent, showing the latter to have the most economical fares.
- Accommodations must indicate the name of the hotel, number of days, and the amount per day including all applicable taxes.

- Remember, you may or may not receive a grant. You are responsible for costs incurred should you not receive a grant. Similarly, if you do not follow the travel policy, you will not be reimbursed.
- Please be sure to include all required items in your budget. You cannot add items at a later date, nor adjust amounts per item.
- We do not fund self-promotion or projects designed to be “money making.” We will fund the production of a manuscript for publication, but do not fund mass production of a book, CD, DVD, etc.
- If you need to hire individuals (e.g., technicians/musicians, etc.), in your budget, indicate the hourly rate and number of hours required. It is best to indicate the names of those involved and to submit, where applicable, estimates from them.  
**The university will pay individuals and/or organizations directly.**
- If you have a company, the University will not pay the grant to your company.
- If you receive a grant, you will be required to credit support from “Concordia University Part-time Faculty Professional Development” in any publication, exhibition, catalogues, invitations, film, CD, etc. produced as a result of the award (see Article 17).
- Grant recipients are required to submit to CUPFA a report of the activity after it has been completed.

Additional information and application and budget forms can eventually be found at [cupfa.org](http://cupfa.org). At the moment, we are updating our website so please contact the CUPFA offices if you need a form and cannot find it on-line. Please note that you should use the budget forms relevant to your type of project. If there is any travel involved, you must complete the “travel” form.

If you have questions, please feel free to contact me. It is best to submit complete applications as otherwise the processing of your file may be delayed, or your application may be denied. If you wish to come by the CUPFA office, we can show you a sample of applications from previous rounds. If there is demand, we will run a workshop on PD guidelines and how to prepare a grant application. Let us know what you would like to see and we will try to meet your needs.

Ideally, we would like to publicize all of the projects and recipients, and provide links to member sites. After we have updated our website, this may be a possibility.

Currently, the CUPFA website is a place where we will place notices of upcoming art exhibitions, book and CD launches, etc. Please get into the habit of regularly checking the site. When thinking of a gift, why not consider one of our members’ CDs or books, or tickets to one of our dance or theatre productions. Whether or not your work was supported by CUPFA PD funding, please let us know about these endeavours, and we will post them on our site.