



Professional Development News 2018-19

Lorraine Oades, Vice President, Professional Development
lorraine.oades@cupfa.org

Professional Development Guidelines

The CUPFA Professional Development Committee consists of Dean Rebecca Duclos, Full-time Faculty, Fine Arts; Arpi Hamalian, Full-time Faculty, Education; Rosario LoRaso, Part-time Faculty, JMSB; and myself, Lorraine Oades, Part-time Faculty, Studio Arts.

The CUPFA Professional Development Newsletter is a handy guide to help inform and/or remind members of some of the important factors to be aware of when applying for Professional Development funding. Please make sure you review the information carefully before you apply for large grants and small claims. Also make sure to consult the official PD guidelines on the CUPFA website: <https://www.cupfa.org/professional-development/grants/>

The Professional Development Committee endeavors to fund as many large grant applications as possible. In order to distribute monies to as many CUPFA members as possible, the Professional Development Committee gives lower priority to applicants who have received funding in the same academic year and/or those who have received funding for two consecutive academic years. These decisions are influenced by the availability of funds and the number and quality of new applications.

If you have any questions about Professional Development funding or would like advice about your application, please feel free to contact me. I am always available to members to discuss your applications, as well as any ideas or concerns you may have about Professional Development.

Software Packages

Members purchasing software will be happy to hear that it is possible to download MicroSoft Office for free and the Adobe Creative Suite for \$12.99 a year plus tax through Concordia. The Microsoft Home Use Program can be accessed on your Concordia Portal under Software and Applications. To obtain the Adobe Creative Suite site license go Concordia IT Services at: <https://www.concordia.ca/it/services/adobe-site-license.html>. Choose the heading "Does the site license include a home-use version of Acrobat Pro DC and Creative Cloud?" found under the FAQs section and click on the [Adobe](#) hyperlink.

The Adobe CC site license is good for one year. Adobe will send an automatic renewal email when it is about to expire. DO NOT renew the software in this manner as you will be charged the regular monthly fee. To renew your Adobe CC home use site license, return to the "Adobe Site License" section of the Concordia website at <https://www.concordia.ca/it/services/adobe-site-license.html> and request that your site license eligibility be renewed. If you have questions call the IITS service line at 514 848-2424 at extension 7613 and they should be able to help you.

Professional Fees:

In the past CUPFA has endeavored to help offset professional fees for members who teach in the John Molson School of Business and Engineering and Computer Science through Small Claims and the ENCS cost sharing agreement. As some part-time faculty from other departments and units are now required to be members of a professional association to apply for their courses, CUPFA is extending this policy by implementing a new Professional Fee category for all eligible members.

Members can apply for Professional Fee reimbursement by filling out a Professional Fee Request form. In order to be eligible members must have 12 seniority credits or more, be under contract in the 2018-19 academic year, be a current CUPFA member at the application deadline, and be required by their department/unit to be a member of a professional association in order to apply to teach their courses. The deadline to submit the Professional Fee Request form is January 15th, the same deadline as Small Claims. The yearly maximum will be set based on the number of members who apply and the monies available in the Professional Development budget after the three rounds of large grants.

Members requesting Small Claims are also eligible to request Professional Fees if they are required to pay these fees to be eligible to teach their courses.

CUPFA / ENCS Cost Sharing Agreement:

Professors teaching courses in ENCS that have engineering science and/or engineering design content are required by the Canadian Engineering Accreditation Board to be registered as a professional engineer in one of the provincial orders, such as the Ordre des Ingenieurs du Quebec or the Professional Engineers of Ontario. New professors must become registered within five years. In order to help our part-time faculty become registered, CUPFA has made an agreement with the University to cost share the fees. CUPFA will support half the cost of applying for professional registration and the ENCS faculty will support the other half. You must be in your second year of teaching in the Faculty of Engineering to be eligible.

Small Claims:

The Small Claims application form can be found on the CUPFA website at: <https://www.cupfa.org/professional-development/small-claims/>. If you prefer a paper version, it can be picked up at the CUPFA office or on the shelves outside the office door. Be sure to read the instructions carefully prior to submitting your request for Small Claims, which is due on January 15th. You must have a minimum of 12 seniority credits to be eligible for Small Claims. In addition, you must be under contract in the 2018-19 academic year and be a current member at the time of the Small Claims application submission.

The University is no longer accepting internet charges as an eligible expense. According to the announcement sent out by Financial Services last May, the University can no longer reimburse these expenses as they are considered a taxable benefit to the employee. Because of this change in the University Policy for Travel and Other Allowable Expenses, CUPFA will not be able to reimburse members for internet charges as a Small Claims expense in 2018-2019.

Online Expense Forms:

As of September 1, 2018, the University is no longer accepting paper Expense Reimbursement Report Forms (ERRFs). A new online Expense Report, which you will need to claim your large grant and Small Claims expenses, is now available on your MyConcordia portal under Financial Services.

A step-by-step tutorial on how to fill in your claim can be found on the Expense Report by clicking on the hyperlink [UserGuide](#). There are a number of mandatory fields that must be completed:

- under **Select Expense Type**: chose Personal Expenses
- under **FUND/Orgn** use the following code: CUPFA1
- a list of expense codes can be found on the form itself by clicking on the hyperlink ([Codes](#))
- to claim Art Supplies use the following code: 72011
- to claim Meal per diem expenses without submitting receipts use the following code: 706PD

When filling out the online expense forms for Small Claims under the Approval Name category write: Lorraine Oades and under Department Name write: CUPFA

When filling out the online expense forms for Large Grants under the Approval Name category write: the name of your Department Chair and under Department Name write: the name of your department.

THE DEADLINES FOR LARGE GRANT APPLICATIONS ARE:

April 1, October 15, January 15
(in order to conform to the University academic year which is May 1-April 30)

The PD large grant maximum was increased from \$4000 to \$6000 in 2012. While this was a welcomed increase, the PD Committee'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.

Please review the following PD guidelines when filling out your application. A copy is available on the CUPFA website:

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.

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 given 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 \$12,000.

4. **Multiple Presentations:** Although our guidelines state only one project per person within any distribution, 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 April 1, October 15, and January 15. It is these dates, in this order, which are grouped as one year because our budget runs from May 1 to April 30; most of the April applications, if they result in an award, do not make claims on the fund until May 1.
- We cannot fund completed projects; we do not fund retroactively.
- The maximum amount per award was changed from \$4000 to \$6000 in 2012, however this amount will only be awarded based on available funds as the PD Committee endeavors to award as many applications as possible.
- 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 1 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 and your receipts claimed within one budget year from the date of notification. (fiscal year is from May 1- April 30; 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, depending on the amount of funds available, and the number of grant applications.

- No stipends may be paid to the applicant. We do not pay for your time.
- Professional Development Grants are not transferable and can only be undertaken by the member who submitted the original application.
- 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. Standard 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. Keep in mind you can request to have your airfare prepaid by the University. For more information about this please see the Concordia website or the link from the CUPFA website to the travel policy.
- 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. Always save your boarding passes and include them with your receipts when claiming your expenses. Otherwise the University may not reimburse you.
- 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.
- 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, estimates from them. The University will only 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 be found at cupfa.org. 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.

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 have any questions please feel free to contact me, I am always happy to meet with members to discuss possible projects. 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.

Please check our CUPFA website regularly to find out about our members' upcoming events and activities. When thinking of a gift, why not consider one of our members' CDs or books, or tickets to one of their dance or theatre productions. And of course, please apprise us of your own professional endeavours.