

# CUPFA PROFESSIONAL DEVELOPMENT FUND GRANT PROPOSAL

PLEASE BE SURE TO READ INFORMATION SHEETS AND FOLLOWS ALL INSTRUCTIONS.

## BACKGROUND INFORMATION

Name \_\_\_\_\_ Seniority Points \_\_\_\_\_

Departments(s) \_\_\_\_\_ Faculty(s) \_\_\_\_\_

Home address \_\_\_\_\_

# Street, Apt.#                      City                      Province                      Postal Code

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Email \_\_\_\_\_

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

If "Yes," please list the date(s) when it was awarded and the amount(s) (at least approximately). Please list only those grants awarded in the LAST FOUR academic 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):

## PROJECT

Type of Project:    Conference Presentation    Conference Attendance    Workshop/Training  
Preparation of Art/CD    Research    Preparation of a Manuscript

Other, specify \_\_\_\_\_

Amount requested (in Canadian) \$ \_\_\_\_\_    Expected Start Date *mm/dd/yy* \_\_\_\_\_    Expected Start Date *mm/dd/yy* \_\_\_\_\_

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:

**PLEASE BE SURE THAT YOU HAVE COMPLETED AND ATTACHED ALL THE FOLLOWING DOCUMENTS IN YOUR EMAIL SUBMISSION. ALL DOCUMENTS MUST BE PDFs AND MUST BE INCLUDED IN ONE EMAIL. INCOMPLETE OR IMPROPERLY ASSEMBLED APPLICATIONS MAY BE REJECTED.**

Please check each as completed:

Application Form (must be the top page)

Complete Budget Forms (You MUST use CUPFA budget forms; select the one(s) appropriate to your project). If applying for travel, please attach a printed quote from one of the university's travel agents. Also include quotes for professional services and other expenses listed in your budget from the service provider.

Project Description

In addition to your description, if this is a conference or course/training, please attach a copy of the description provided by the organization (it should include name of the organizing body, dates, location, registration fees, hotel rates etc.). If this is a conference presentation, please include a copy of the abstract or submission AND attach proof of paper acceptance or indicate the date it is expected. You MUST list Concordia as at least one of your academic affiliations.

Statement describing how the activity is related to or will enhance teaching.

Seniority list (available via My Concordia - staff services)

CV

Signature of Department Chair (to appear at the bottom of your "Project Description")

**PLEASE SUBMIT ALL ELECTRONIC FORMS TO:** pdgrants@cupfa.org Please contact Eleni Panagiotarakou, Chair of Research and Professional Development (eleni.panagiotarakou@cupfa.org) or 848-2424 ext 3691 for more information and/or questions.