



APPLICATION FORM: Faculty Adjudicated and Common Professional Development (PD) Funds

Check off the appropriate box:

Adjudicated PD (>\$250 and up to \$1000) OR

Common PD (\$1000 up to \$3500)

SUBMIT SEPARATE APPLICATIONS FOR EACH FUNDING. THE GUIDELINES AND REIMBURSEMENT PROCESSES HAVE CHANGED EFFECTIVE NOVEMBER 1, 2017. REVIEW THE GUIDELINES BEFORE SUBMITTING YOUR REQUEST.

Individual Application:	
Date of Application:	Faculty employee #:
Applicant name:	Department:
Contact email:	Employment status of applicant: (Term/Regular and % time status for part-time)

Group Application:	
Date of Application:	Department:
Departmental Sponsor:	Contact email:
Faculty members participating in group activity:	

Application steps:

1. Select whether this application is for Adjudicated (>\$250 up to \$1000) or Common (up to \$3500).
2. Common PD funds applications can include up to 3 different and unique PD activities on one Application Form
3. Complete the Application Form and attach electronically all documentation including:
 - a. Information related to PD activity such as tuition fees, conference registration, etc.
 - b. Estimated cost of flight, hotel, car rental, airport transfer, visas, immunization in CDN dollars
 - c. Estimated cost of trip cancelation insurance
 - d. Faculty Professional Development Proposal Form signed by Dean if activity is to be taken during PD time
 - e. If the activity is taking place other than during PD time, indicate this information in segment 7 below.
4. Submit the Application Form and supporting documents noted in 3 above to acpdfunds@vcc.ca
5. Allow up to 6 weeks for applications to be processed. A formal communication of the funding request will be emailed to the faculty member by the Vice President Academic's Office.



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6. Description of Activity including location and dates:

Activity # 1:	Dates and location:
Description:	

Activity # 2:	Dates and location:
Description:	

Activity # 3:	Dates and location:
Description:	

7. Explain the type of leave related to this funding request (PD, education leave, vacation, other leave):

Attach Faculty Professional Development Proposal Form signed by Dean if activity is to be taken during P.D. time

8. Explain how this activity will maintain and develop professional competence and effectiveness to remain current and active in your discipline or program:

Applicants are encouraged to explain how this activity is aligned to the College Integrated Plan or Department strategic direction



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9. Use the table below to show an estimate of your expenses:

Enter amounts in Canadian Dollars or state currency used

	Number of conference nights/ meals	Activity #1	Activity #2	Activity #3
Date of activity/conference				
Tuition fees/conference registration				
Travel (airfare)				
Flight cancellation insurance				
Ground transportation (car rental, taxi, bus, mileage, etc)				
Accommodation (indicate number of nights' accommodation requested)				
Meals (indicate number of days requested)				
Other (specify details)				
Amount requested per activity				

10. Total Amount Requested:



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11. FOR COMMITTEE USE

Check off the appropriate box:

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Applicant Name:
Recommended by Committee:
Not Recommended by Committee:
Amount approved:
Account code (<i>enter this account code on the cheque requisition</i>):

Committee Member Signatures:

Administration rep:	VCCFA rep:
Date:	Date:

12. FOR VICE PRESIDENTS' USE ONLY – COMMON FACULTY PD ONLY

Applicant Name:
Decision:
Amount Approved:
Signature:
Date: