



## CTF Professional Development Fund Application Form Article #28.8

Effective September 1 and February 1 of each contract year, a fund of \$30,000 shall be made available to assist CTF and Librarian Members with the cost of scholarship, research, pedagogical development and creative activities related to a Member’s responsibilities under Article 16 or 17, as appropriate.

Funds will be available for expenses including, but not limited to, travel to scholarly or pedagogical conferences, for the employment of research assistants, and for other costs directly related to a Member’s duties under Article 16 or 17, as appropriate.

Members must ensure any research conducted within Laurier’s jurisdiction or under Laurier’s auspices involving human participants, animals, and biohazardous or radioactive materials is reviewed and approved by the appropriate board or committee in accordance with Laurier policies and procedures relating to research ethics and compliance prior to commencement. More information on Laurier’s Research Ethics and Compliance procedures can be found on [Connect](#). If you have any questions or concerns regarding Research Ethics Board approval, please contact [REB@wlu.ca](mailto:REB@wlu.ca).

### Criteria and Procedure:

1. Members must be teaching during the academic year in which they apply (academic year is September 1<sup>st</sup> to August 31<sup>st</sup>)
2. Members submit the completed application form electronically to [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca) and copy to the Department Chair and Dean or, University Librarian, as appropriate
3. Any use of professional development funds shall be concluded on or before August 31<sup>st</sup> of the academic year
4. Application for funding are accepted and processed on a first come, first served basis

The maximum grant under this fund is \$2,000 and the minimum grant is \$500 unless the Member requests a lesser amount.

Principal Applicant	
WLU ID Number	
Department/Program	
WLU Email address	
Indicate terms teaching this academic year:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring
Does this project require approval by the Laurier Research Ethics Board or Animal Care Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> Already approved, REB or ACC file number <input type="checkbox"/> No

Amount requested (max. \$2000) \$            **and** term in which funds required:

Project title:

Co-applicants (if applicable):

1. Description of the scholarly, research, pedagogical development and/or creative project (500 words):
  
2. Describe the relationship of the proposed project to the Member’s teaching and/or professional responsibilities (500 words)
  
3. Budget: All rates must comply with the Laurier Expense Reimbursement Handbook.

<b>Travel and Transportation (attach estimates)</b>			<b>Total Costs:</b>
Dates of Travel	Place	Transportation Mode	
<b>Accommodations</b>			
Cost per Day	Number of Days		
<b>Meals</b>			
Allowance per Day	Number of Days		
\$70			
<b>Personnel Costs (if applicable)</b>			
Rate per Hour	Number of Hours	Benefits	
		14%	
<b>Materials/Supplies</b>			

<b>Other Expenses</b> (See above. Specify nature, rate and total of each)	
<b>TOTAL \$ (may not exceed \$2000)</b>	

**Budget Justification:** For each item listed above, give a brief justification in terms of the needs of the proposed activities. These expenditures must be fully justified in terms of the needs of the proposed activities.

**CHECKLIST**

Please note, all applicable items in the checklist must be checked off before the application can be reviewed. Applications submitted without the completion of this section will be returned to the applicant.

- I have read Article #28.8 in the Contract Teaching Faculty and Part-time Librarians Collective Agreement in its entirety
- I have read the guidelines/regulations for this grant category.
- I have included proof pedagogical development, proof of presentation acceptance to conference, *if* applicable **bearing all required signatures**
- I agree the proposed project is in compliance with all [University Policies and Procedures](#) (e.g. 5.1 Business Expenses; 11.13 Ethics Review of Research Involving Humans; 11.5 Use of Animals in Research, Testing and Teaching)
- I am submitting 1 electronic copy of this application (**in a single file**) to [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca) and my Dean or University Librarian

**NOTE:**

The University’s correspondence with Members is via the member’s Laurier designated email address (Article 4.2.5)  
 Questions may be emailed to: [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca)