

PSAC 77000 PROFESSIONAL DEVELOPMENT FUND APPLICATION

Article 13.06 of the CU-PSAC, Local 77000 Collective Agreement provides for a Professional Development Fund (PDF) for Postdoctoral Fellows to support research related professional development activities, including reimbursing the cost of equipment and materials required for the performance of the postdoctoral fellows duties and responsibilities, which are not provided by their supervisor or the University.

Instructions

- (1) Complete this form explaining how the expense is related to your professional development.
- (2) Email the completed form to jcaa.psac77000@gmail.com.
- (3) Do NOT email your receipts with the application form.
- (4) Please review Carleton's relevant Privacy Policies at <https://carleton.ca/privacy/policies/>
- (5) Approved application form and copy of your receipts will be submitted for processing to Carleton's Accounts Payable Department (email: accountspayable@cunet.carleton.ca and cc Seamus Matchett, Accounts Payable Supervisor (email: james.matchett@carleton.ca)).

SECTION A – Claimant Information

Name: _____ Carleton Banner ID number: _____
Department: _____
Supervisor: _____
Full postal address _____
Number and Street: _____ City: _____ Prov: _____ Country: _____
Postal Code: _____
Phone number: _____ Carleton email address: _____
Contract Start Date (yy/mm/dd): _____ Contract End Date (yy/mm/dd): _____

SECTION B – Claim Information

Select one or more of the following items for intended utilization of the fund:

- Option 1: Travel (indicate dates, conference titles, locations)

- Option 2: Conferences Fees (include dates, conference title, location)
- Option 3: Buying equipment and material
- Option 4: Other (See PDF Criteria Guidelines)

Provide a detailed explanation of how this expense is related to your professional development:

- Total Claim Amount (not exceeding CAD 2000 incl. all taxes): CAD _____
- I hereby apply for Carleton University's PSAC 77000 Professional Development Fund and I certify that the information provided is true in all material respects.
- I hereby certify that I have not been and will not be otherwise reimbursed for the expenditures in this claim and the expenditures were or will be made by me personally and with due regard for reasonable economy and are directly related to my professional development.
- Applications must be submitted before April 15th in order to be considered within the same year.

Signature of Applicant: _____ Date (yy/mm/dd): _____

SECTION C – Supervisor Approval

I confirm that the equipment (e.g., laptop) or materials (e.g., notebooks) noted above are required for the performance of their duties and responsibilities that are otherwise not provided by the Supervisor or the University. Please note that prior to providing approval it should be

confirmed that equipment or materials are not provided by the University. For example, printing and printing-related services may be provided by the department.

Signature of Supervisor: _____ Date (yy/mm/dd): _____

SECTION D – FOR OFFICIAL USE ONLY BY JCAA

Amount Approved: CAD _____

Approved by:

_____ (For PSAC77000) *and*

_____ (For Carleton University)

BUSINESS OFFICE USE Charge to: Index D11125, Account 631619