

## 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 a postdoctoral fellow's duties and responsibilities, which are not provided by their supervisor or the University.

### Instructions

- (1) Complete this form explaining in detail how the expense is related to your professional development.
- (2) Email the completed form to [jcaa.psa77000@gmail.com](mailto:jcaa.psa77000@gmail.com). Do NOT email your receipts with the application form.
- (3) Please review Carleton's relevant Privacy Policies at <https://carleton.ca/privacy/policies/>
- (4) Submit the approved application form and a copy of your receipts to Carleton's Accounts Payable Department: email [accountspayable@cunet.carleton.ca](mailto:accountspayable@cunet.carleton.ca) and cc Seamas Matchett, Accounts Payable Supervisor, at [james.matchett@carleton.ca](mailto: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 the intended utilization of the fund:

- Option 1: Travel (indicate dates, conference title (if applicable), and location)
- Option 2: Conferences Fees (include dates, conference title, and location)
- Option 3: Buying equipment and materials
- Option 4: Other (see [PDF Criteria Guidelines](#))

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

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- Total Claim Amount (not exceeding CAD 2,000 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 15<sup>th</sup> to be considered within the same year.

Signature of Applicant: \_\_\_\_\_ Date (yy/mm/dd): \_\_\_\_\_

**SECTION C – Supervisor Approval (Only required if a postdoc applies to use PDF to purchase equipment and/or materials)**

I confirm that the equipment (e.g., a 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 PSAC 77000) *and*

\_\_\_\_\_ (For Carleton University)

**BUSINESS OFFICE USE** Charge to: Index D11125, Account 631619