

PROFESSIONAL DEVELOPMENT FUND APPLICATION

PSAC LOCAL 77000

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. The application is first come first serve basis.

Instructions

- (1) Complete this form explaining in detail how the expense is related to your professional development.
- (2) Email the completed form to jcaa.psac77000@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 and cc Seamas Matchett, Accounts Payable Supervisor, at james.matchett@carleton.ca.

Section A – Claimant Information

Name: _____ Carleton Banner ID: _____

Department: _____ PSAC member ID*: _____

Supervisor: _____

Mailing address

Number and Street: _____

City: _____

Prov: _____

Postal Code: _____

Country: _____

Phone number: _____

Carleton email address: _____

Contract Start Date (yy/mm/dd): _____

Contract End Date (yy/mm/dd): _____

* Your PSAC Member ID is the number on your union registration card. If you don't already have this number, please complete the registration at: <http://psacunion.ca/rand>. After you fill this out, you will receive a signing page – please sign to complete your membership. The membership number will be given to you after successful registration. If you have any questions, contact contact.psac77000@gmail.com for further information.

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:

Please fill out the claim for each category where appropriate: **The total amount should not exceed CA\$ 2000.**

Conference registration: _____

Travel expense: _____

Accommodation: _____/night for _____ days (not exceeding CA\$200 per night)

Childcare: _____

Other: _____ (specify and include receipts)

Total Claimed Amount for conference: _____ / CA\$ 2000

Total Claimed cost for Equipment: _____ / CA\$ 2000

Section C – Consent of the applicant

- 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 to be considered within the same year.

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

Section D – 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 E – For official use ONLY

Amount Approved: CAD _____

Approved by:

_____ (For JCAA)

_____ (For Carleton University)

BUSINESS OFFICE USE Charge to: Index D11125, Account 631619