



UNIVERSITY OF REGINA
FACULTY ASSOCIATION

APPLICATION FOR SESSIONAL PROFESSIONAL DEVELOPMENT FUNDS

The University of Regina Faculty Association awards funds to assist U of R and Campion College Sessional Academic staff members with costs associated with creative, scholarly, or professional works.

Acceptable expenses may include registration, travel, publication fees, or discipline specific equivalents.

Please note that these funds are available for U of R Sessional Academic Staff with **priority status, and for all Campion College Sessional Academic Staff only**

Applicants who receive funding are kindly asked to acknowledge URFA's support.

Value: up to \$1,500 CAD (Subject to available funds/desired amount not guaranteed)

Payment: Successful applicants will receive funds in a timely manner after providing proof of attendance/participation at the event or payment of publication fees/other.

Application Process:

Please submit the *Application for Professional Development Funds* to the URFA Office or by email to urfa@uregina.ca, and include the following additional information on subsequent pages or as attachments:

1. Proof of registration (if applicable).
2. Proof that a paper/poster/creative work has been accepted for presentation at a conference/festival/event or for publication (when applying for reimbursement for a conference/festival/event or publication fees).
3. An abstract of the paper/poster/creative work being presented or description of the creative work/publication (150-250 words).
4. A brief description (150-200 words) on the relevance of the conference / festival / event / publication to your professional practice.
5. Budget (economy air fare, mileage, hotel, food, registration, publication fees, etc.), maximum one page.

Applicants will be notified by URFA shortly after the **April 1st**, **September 1st**, and **December 1st** application deadlines.

It is required that:

1. The Sessional Academic Staff member has priority status at the University of Regina, or is a Sessional Academic Staff member with Campion College.
2. The conference/event/creative work/publication (and subsequent fees) be relevant to the Sessional Academic Staff member's professional development/growth.

Last Name	First Name
Current Address	
Employee ID	E-Mail Address

Please indicate the fund that you are applying for (**U of R Academic Priority Sessional Professional Development Fund or Campion College Sessional Professional Development fund**):

EVENT INFORMATION	
Title of Paper/Poster/Creative Work/Event/Publication:	
Location of Event:	Date of Event:

Sessional Advocacy Committee: The SAC supports this request and ensures the significance of the event to the Sessional Academic Staff member’s professional development/growth.

SAC Chair Signature: _____ Date: _____

Sessional Academic Staff Member:

By signing this application, I declare:

1. That I have answered all questions applicable to me and that all information is true and complete.
2. That I will notify the Sessional Advocacy Committee Chair if I withdraw the publication/from the event or change my travel plans.
3. That the University of Regina Faculty Association may request additional information pertaining specifically to my priority status for the purpose of determining my eligibility for the professional development funds.
4. That if I receive professional development funds from the Faculty Association, in order to recognize my achievements, pertinent information may be released to appropriate University of Regina administrative offices and in promotional materials/newsletters.
5. That if I receive research funds, the amount may be disclosed to the Financial Services Office.

Signature of Applicant (can be typed):	Date:
--	-------

Applications **MUST** be submitted by April 1, September 1, and December 1. Late submissions will not be accepted, and will not be included in the next fund distribution period unless you re-submit your application. Please submit applications to the URFA Office, or by email to urfa@uregina.ca. If you have any questions, please contact the URFA Office at urfa@uregina.ca.

Updated July, 2020