PD Fund Distribution Guidelines for Science, Math, and Technology for 2022/2023

Who can apply?

- Any member of the KFA who has taught at least one section at Kwantlen during the fall 2021 or spring 2022 or summer 2022 semesters.

How much can be applied for?

- Part-time instructors may apply for funds on a pro rata basis, but see above. Part time faculty will not receive any advance funding. Funding will be provided if their application had prior approval and they have submitted the expense report.

Maximum available will be dependent upon the number of applications and total money requested by all applicants.

How do you decide who gets it?

- Priority will be given to those applicants who have not used PD funds to attend a conference in the last two years. After that, priority will be given to those applicants who wish to attend conferences, workshops, seminars, and courses.

What may the money be used to pay for?

- Registration fees for conferences, seminars, and workshops *(receipts required)*
- Tuition fees for courses only if the course is related to one's teaching position *(receipts required)*
- Software, provided it is part of a course *(receipts required)*
- Travel expenses *(receipts required)*
- Accommodation expenses *(receipts required)*. One day before the event and one day after the event will be funded. The PD committee will not grant funding for accommodation which it deems excessively expensive.
- Food *(receipts not required)*, at a rate of:
  - $CDN 50 per day for non-local events within Canada
  - $US 50 per day for events in the United States
  - £50 per day for conferences in the United Kingdom
  - €50 per day for conferences in Europe
  - $CDN 50 per day for all other countries
  - No money for food or travel for locally attended workshops, conferences, or courses.
- Books and/or subscriptions to scientific journals, up to a maximum of $300 per applicant.
- Course coverage costs if attendance at an event requires that an instructor misses classes during their teaching semester

What may the money not be used to pay for?

- Computer hardware
- Software that is not part of a course

What do I do to get the funding?

- Identify a book you would like to purchase or an event that you wish to attend that would qualify for funding.
- Obtain a Professional Development application form. This can be found [here](#)
- Fill in all the relevant details on the form and send it to **Avtar Sadhra (Richmond Campus). Email: Avtar.sadhra@kpu.ca**
- Wait. If you are approved, you will be notified by one of the committee members.
- There will be no advance given for amount requested that is less than $1000. For any amount requested that is greater than $1000, fifty percent of it can be requested as advance.

KEEP ALL YOUR RECEIPTS!

I've been to the event or bought the book. Now What?

- Obtain a PD Expense Report form. This can be found [here](#)
- Fill out the form within *one week* of completing the event or buying the book. **Submit it to Avtar Sadhra (Richmond Campus) and not anybody else.
  Email: Avtar.sadhra@kpu.ca** People who have not submitted expense reports for activities completed or books purchased *will not* be considered for further PD funding until the necessary reports are filed.

Other Sources of Funding for PD

In addition to Science, Math, and Technology PD funds, faculty can also access funding from the following sources. For more detailed information on each, see the KPU-KFA Collective Agreement.

- .6% Faculty PD Fund ($1000 minimum – applications in June, October, and February)
- Educational Leave
- KPU Personal PD Fund ($100/year)

Who do I contact if I have any questions?

- Any member of the PD committee will be able to answer questions for you:
  - **Biology**: Nick Inglis (3448)
  - **Chemistry**: Jennifer Au (2205)
  - **Environmental Protection Technology**: Christopher Hauta (3318)
  - **Mathematics**: Avtar Sadhra (2553)
  - **Physics**: Fergal Callaghan (2616)
  - **Sustainable Agriculture**: Alex Lyon (2574)
  - **CADD Technologies**: Christina Heinrick (6158)