

# **PSAC Local 555 Professional Development Contest Policy**

The Professional Development Contest exists to provide assistance to PSAC Local 555 members with funding for expenses related to professional and academic advancements. Members of PSAC DCL 555 are eligible. The fund is structured to supplement department and supervisory funding, and preference is given to those who demonstrate financial need. This policy defines eligibility for the Professional Development Contest, guidelines for applications, and how PSAC Local 555 is authorized to respond to and assist applicants.

## **Eligibility**

- The Professional Development Contest is open to all PSAC Local 555 members.
- The Fund offers reimbursement for expenses already paid; future expenses are not covered.
- Ensure that you have applied for and exhausted any other sources of funding.
- Expenses related to professional and academic development are considered for funding, including (but limited to): conference attendance, travel expenses, and research materials.
- All applications must be submitted with appropriate supporting documentation. Including but not limited to a letter from your academic supervisor.

## **Eligibility Examples**

- Registration fees for courses, workshops, webinars, and conferences
- Resource books and professional journals that are not provided by the university
- Training fees for learning scientific testing and characterization techniques
- Core scientific/business/financial learning software or services that are not provided by the university
- Proofreading/editing charges for articles that are not covered by the supervisor (a letter signed by the supervisor is needed)
- Computer hardware in support of professional development (which is not covered by research grants and needs to be authorized by the supervisor)
- Professional memberships and certifications that enhance your professional credentials

## **Ineligibility Examples**

- Electronic gadgets such as laptops, iPads, mobile phones, e-readers,
- Office equipment or supplies (the university is responsible for this)
- Academic student fees
- Home phone, data, or internet plans
- Software that is not directly involved with your field of interest and those basic versions that are available for free.

## Fund Information

The PSAC Local 555 membership at their General Membership Meetings currently allocates an amount of money in their yearly budget for Professional Development. The PSAC Local 555 Professional Development Contest per annum is on the yearly cycle from May 1 to Apr 30. The maximum granted is \$500 per member per annum (year cycle May 1 to Apr 30).

Professional Development Contest is limited and, unfortunately, not all applications can be approved. You may receive an award that is less than the amount you requested. This is based on a number of factors, including need, available funds, and number of applicants.

Please note that the Adjudication Committee will be reviewing all applications monthly and funding may be expedited for cases demonstrating immediate financial need.

## Deadlines

There are three application cycles and deadlines each year:

Documentation for expenses incurred in this time frame:		Application deadline
Summer	May 1 – August 31	September 30
Fall	September 1 – December 31	January 31
Winter	January 1 – April 30	May 31

The PSAC Local 555 Adjudication Committee will evaluate applications and notify applicants of the decision within 30 days of the applicable application deadline.

## How to Apply

- Complete Professional Development Contest Application Form and submit it to PSAC Local 555 by the posted deadline.
- Applicants must provide proof of expenses incurred (i.e. receipts) and a brief explanation of the expenses, as necessary.
- Applicants must disclose household income and information about any other subsidies or bursaries received during the applicable semester.
- PSAC Local 555 reserves the right to request verification for all claims made on the application.
- Applications must include all requested information. Incomplete applications will not be considered.
- Please submit your completed application to [Office@PSAC555.ca](mailto:Office@PSAC555.ca).

## Application Review Process

Applications must be filled out in full, with supporting documentation (receipts), to receive consideration. The PSAC Local 555 Adjudication Committee will review all applications and

notify applicants within 30 days of the application deadline via email. The application review process assures your confidentiality:

- Each applicant is assigned an ID number before the application is sent to the Adjudication Committee.
- Applications are then reviewed and assessed by the Committee.
- Applications are kept on file for the purposes of characterizing members' needs for future rounds of negotiations.

Recipients and award amounts are kept anonymous. If your application has been denied and you would like to know why, please contact [Office@PSAC555.ca](mailto:Office@PSAC555.ca).