

PSAC Local 555 Professional Development Contest Policy

The Professional Development Fund 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, such as funding from your supervisor and the Graduate Student Conference Travel Award.
- Expenses related to professional and academic development are considered for funding, including: conference attendance and travel expenses, research materials, etc.
- All applications must be submitted with appropriate supporting documentation.

Fund Information

PSAC Local 555 has allocated \$5 000 for the Professional Development Contest per annum. Because there are two application review cycles each year, \$2 500 is allocated for each cycle. The maximum grant is \$500 per member per annum.

Funding for the Professional Development Contest is limited and, unfortunately, not all applications can be approved. Application evaluation is based on a number of factors, including: need, available funds, and number of applicants.

Deadlines

There are two application cycles and deadlines each year:

Documentation for expenses incurred in this time frame:		Application deadline
Spring/Summer	March 16 – September 15	October 15
Fall/Winter	September 16 – March 15	April 15

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 the 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 an explanation of how the funding will help your professional/academic development.
- 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.

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 of the results 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.

Although the review process is anonymous, in the interests of transparency the winners of the contest will be announced once the results have been finalized.