## **MacPherson Institute Professional Development Request for Funding Application**

Note: During the period of the COVID-19 pandemic, this pool of funding was focused on virtual PD opportunities. As we transition to post-pandemic in-person activities, professional development requests may include either virtual or in-person events.

**Overview**

As outlined in the MacPherson Institute’s Professional Development Policy, all full-time staff members (permanent and contract) working at MacPherson, postdoctoral fellows, and part-time staff members are entitled to access a pool of Professional Development (PD) funding. Please complete this application to be considered for this funding. A fair and transparent review process will follow its submission with final approval being the responsibility of the applicant’s supervisor. Applications will be reviewed on an as needed basis. Applicants must provide an adequate period of time for this review process (ideally, four weeks prior to the PD activity). Note that special priority will be given to PD activities where staff participation has been requested by their supervisor. Please also note that this application form will be stored in files that the Institute staff can access and arrange to speak one-on-one with your supervisor if there is anything of a private nature that you prefer not be disclosed on this form.

**Supervisors will review applications for:**

* Compelling rationale for accessing PD funding. This includes how the PD activity will contribute to professional development and to the alignment of MacPherson’s mandate, and whether the PD activity is required for or attached to the individual’s job requirements.
* Significance of the activity (e.g., dissemination of research results, critical networking, upskilling).
* Justification of financial expenditures. Consideration will be given to whether the amount requested is reasonable, how much the applicant has been funded previously and whether or not it supports an equitable and fair distribution of PD funding across teams and team members.

**PD Committee members will then review supervisor-approved applications for:**

* Completeness and accuracy, including financial expenditures. The PD Committee will alert the applicant (cc’ing the supervisor) of any outstanding items or inconsistencies in the application that need to be addressed.

**Application Instructions**

Applicants must provide the following:

* Rationale for PD activity (with supporting documentation)
* Estimated costs for expenditures related to travel (ensure that you adhere to [McMaster’s Reimbursements to Individuals for University Business](https://financial-affairs.mcmaster.ca/app/uploads/2019/01/admin-finaffairs-AP-01-FINAL_July_2021.pdf) [policy](https://financial-affairs.mcmaster.ca/app/uploads/2018/08/AP01-Policy.pdf))
* Record of PD funding received during the current fiscal year (date, amount, purpose)
* Report on what was gained from participation in your most recently funded PD activity and how knowledge was shared and disseminated
* Approval of the supervisor, including approval of the number of PD days to be taken away from the office

Please submit your completed application with supporting documents and supervisor approval (saved as one pdf file if possible) to [mipd@mcmaster.ca](mailto:mipd@mcmaster.ca). The PD Committee members will confirm its receipt, review for accuracy, and initiate tracking.

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| Applicant Information |  |
| Date of Application: |  |
| Name: |  |
| Email: |  |
| Name of supervisor: |  |

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| PD Activity Information  (in person or virtual event/conference) | |
| Title: |  |
| Sponsoring organization: |  |
| Nature of activity: (i.e., national, international conference, course, workshop, membership fee, etc.) |  |
| Details of membership inclusions: (i.e., access to resources, individual/group, duration) |  |
| Date requested to start membership (if applicable): |  |
| Website (if applicable): |  |
| Location: |  |
| Date(s) of event/conference: |  |
| Total # of Days away from the Office: |  |
| Nature of your participation (i.e., presenting a paper/poster, representational activities, etc.): |  |
| Title(s) of presentation (if applicable): |  |
| Participation selection process, if applicable (peer review, invitation): |  |
| Format of any published proceedings, if applicable: |  |
| Any other information you would like to share: |  |

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| PD Activity Information:  Resources/Software/Hardware | |
| Resource/Software/Hardware Requested: |  |
| Rationale for requesting: |  |
| Website (if applicable): |  |
| Date(s): |  |

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| Budget Information (please ensure you include taxes & exchange rate whenever applicable in your amounts). Please use the check-lists to ensure the application is complete. | |
| **Transportation**    **Airfare (Economy-Class)**  Please consider the following:  ☐Baggage fee  ☐Seat selection is considered a personal expense  ☐Cancellation/change of flight fee is considered a personal expense  **Ground Transportation**  Please consider the following:  ☐Public transit (i.e. Express Bus to Pearson preferred)  ☐Personal Car (i.e. carpooling encouraged at 0.58/km)  ☐Rental Car (include gas costs)  ☐To and from McMaster  ☐To and from conference accommodations  ☐Airport parking (Skyway Parking at Pearson Airport preferred) |  |
| **Accommodation**  *NOTE: Please be sure to provide an itemized bill for hotel charges*  ☐Searched for reasonably priced accommodations |  |
| **Meals Canada/US travel**    If meals are included in conference/hotel additional meals are not to be claimed and are accepted as a personal expense. If meals are included on a hotel bill, the itemized meal receipt is required. The allowances, including gratuities, per meal are as follows (CAD):    Breakfast $20.80  Lunch $21.05  Dinner $51.65    Or may be calculated at a per diem rate of $93.50 per day.  International travel same amounts in USD. |  |

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| **Registration Fees**  Please consider the following:  ☐Early Registration (preferred)  ☐Cancellation fees are a personal expense  ☐Additional workshops |  |
| **Membership Fees**  Please include membership fees and duration. |  |
| **Resource/Software/Hardware Expenses**  Please include detailed cost associated with this request. |  |
| **Total Amount Requested:** |  |

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| Supporting Documentation |  |
| Additional explanation of the expenses in the Budget Information section. |  |
| An explanation of the scholarly value of the PD activity to MacPherson (and McMaster, if applicable),   * How will this activity advance your own learning/research? * Has this research already been presented? * What stage is this research at?   How does this align to MI…. |  |
| Reference to any PD funding received during the current fiscal year: May 1, 2022 – April 30, 2023 (include date, amount, purpose). |  |
| Report on what was gained from participation in your most recently funded PD activity and how knowledge was shared and disseminated (summarize or include attachment). |  |
| A copy of the abstract/work being presented/invitation (if applicable). |  |

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| Supervisor Comments |  |
| Please have your supervisor review this application and have them use this space to provide additional comments for the committee’s consideration, including approval of the number of PD days to be taken away from the office. | |

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Applicant’s Signature Date

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Supervisor’s Signature Date