

0.6% FACULTY PROFESSIONAL DEVELOPMENT FUND PROCESS AND CRITERIA / FUNDING GUIDELINES CHART

1. CRITERIA

All proposals will be assessed against the following criteria:

- Degree to which professional development, performance, expertise and/or career plans of the applicant(s) are enhanced
- Degree to which the proposal is related to the applicant's work at Kwantlen Polytechnic University, including benefits to the applicant, the institution and students.

Institutional priorities will be considered in the assessment of all proposals. Such priorities will assist faculty to remain current and active in their discipline and program. Priorities will be included in the communication calling for proposals.

2. PROCESS

All faculty members are eligible to apply to this fund, though preference will be given to post probationary faculty.

Applications will be accepted 3 times per year:

February 1
June 1
October 1

Applications may be approved for activities that occur in a subsequent fiscal year(s). Activities that extend over multiple years are subject to the requirement to demonstrate suitable progress on the application approved. Failure to comply will result in denial of committed funds.

Applications will be reviewed by a panel of three members of the senior administration and three faculty members appointed by the KFA. This panel will make recommendations to the Senior Administrators responsible for the final approval of applications.

The Senior Administrators' decisions will be communicated to applicants within one month after the submission deadline date.

3. OTHER GUIDELINES

All applications must include a letter of recommendation from the appropriate Dean. The minimum award will be \$1,000.

Significant applications are encouraged. Up to one year time release may be approved, in exceptional circumstances.

For applications of \$20,000 or less, two letters of reference from faculty colleagues are required. For applications over \$20,000, an additional external letter of reference is required.

For applications involving degree completion or equivalent, evidence is required that the applicant has made demonstrable efforts to obtain funding through the host institution.

Should an applicant funded for full-time time release receive a grant, bursary, stipend, salary or other award, Kwantlen will reduce the allocation from this fund so that the total monies received by the faculty member equal the faculty member's full-time salary.

Faculty members receiving funds are expected to continue their employment at Kwantlen Polytechnic University. If they resign, the funds will be recovered as follows:

- Full recovery if subsequent service is one year or less.
- Fifty percent recovery if subsequent service is two years or less, but greater than 1 year.

Within 2 months of completion of any activity funded through this process, the faculty member must submit a report demonstrating the extent to which proposed outcomes were achieved to the Senior Administrators and to their Dean.

Reporting: Generally, deliverables for previous applications must be submitted before further applications to the .6% fund can be approved.

See next pages for Funding Guidelines Chart

GENERAL NOTES

- Amounts noted are maximums allowable. Applications should include actual estimated costs.
- Applicants are encouraged to use transportation methods that minimize cost and carbon footprint. Consider using public transit where possible.

CONFERENCES

- Applications from accepted or invited faculty presenters are prioritized. For those seeking attendance only, this fund may help offset conference expenses first supported by departmental PD.
- Applications for conference attendance to present can be submitted without a letter of acceptance from the conference organizers. If successful, the award may be contingent on the letter of acceptance being received.
- Preference is given to applicants with a documented plan for information dissemination to the KPU community.
- Conferences should be hosted/supported by an accredited (professional) association recognized as a source of expertise within the area of research/study.
- Student/Research Assistant expenses for conference travel, accommodations, and registration are not eligible. See KPU Student Research and Innovation Grant for possible funding opportunity.

Conference Fees	\$1,000	Provide link to conference
Travel and Accommodation total:	\$3,750	Combined maximum per conference
Accommodation	\$300/night	Maximum 4 nights per conference
Private Accommodation	\$50/night	Receipts not required
Air and Ground Transportation <ul style="list-style-type: none"> • Travel/transportation funds will support faculty to include carbon offsets, carbon sequestration credits and emission reduction credits directly related to their unique project. • Mileage - Coverage for mileage/use of personal vehicle for long distance travel may not exceed cost of reasonable airfare. • Car rental – considered only at destination if less than cost of airport transfers. 	\$2,300	Maximum \$350 for ground transportation, including parking. Actual car/bike share costs (excluding membership fees) eligible. "Less.ca" Carbon Emissions and Purchase Offset Calculator available here Mileage rate - see Finance link for current rate. Rate set by joint national council at time of submission.
Travel Cancellation Insurance	\$125	
Visa and Travel Paper fees	\$125	
Meal per diem	\$102.45/ day max	Maximum 4 days per conference; reduced if meals provided through conference fees (\$22.80 breakfast, \$23.05 lunch; \$56.60 dinner). No incidentals. See Procedures FM5 for USD and Euro rates.

RESEARCH		
Research-related travel and accommodation <ul style="list-style-type: none"> Travel/transportation funds will support faculty to include carbon offsets, carbon sequestration credits and emission reduction credits directly related to their unique project. 	\$3,750	Funds may be split between travel and accommodation. No restriction on number of nights. "Less.ca" Carbon Emissions and Purchase Offset Calculator available here
Research Assistant Salary <ul style="list-style-type: none"> Applicants should utilize the Student Research & Innovation Grant program first Preference given to KPU students Pay rate must be within range of current BC minimum wage; recommended rate is \$20/hr. □ Typical cost calculation: \$20/hr + 15% benefits (federal and provincial taxes, CPP, EI, WCB, Employer Health Tax, and EFAP [11%], Vac. [4%]) = \$23.00/ hr. \$3,000 / 23 = 130 hours 	\$3,000	Multiple applications for the same project are not normally funded. Total maximum per application. May be divided among one or more students. Student/Research Assistant expenses for travel, accommodation, and conference registration are not eligible.
Research subjects/participants honoraria <ul style="list-style-type: none"> Includes KPU students, staff, faculty, administration, and community members 	\$500	Maximum \$20 per person (e.g. gift cards). Explore other funding options first.
Indigenous community ceremonial gift	\$500	May be split into smaller gifts if needed
Book Publication by recognized University Press	\$2,000	May be considered if other sources of funding are not available. Rationale and letter from UP confirming publication required. Publication by recognized publisher. Preference given to open access publishers.

COURSES, DEGREES, or PROGRAMS			
<ul style="list-style-type: none"> If applicant has at any period received Ed Leave intended for completion of a particular credential, tuition funding for that credential will be capped at 50%. Funding is subject to the maximums indicated below. Applications for both time release and tuition are not likely to be approved. Applicants may apply to this fund more than once in a calendar year but will not be funded for more than 3 semesters per application. 			
Tuition	Maximum tuition for NR1 Faculty	\$5,000	Within term of contract
	Maximum tuition for NR2 Faculty	\$10,000	Within term of contract
	Maximum tuition for Regular Faculty	\$20,000	

Travel for Ph.D. defense only <ul style="list-style-type: none"> Travel/transportation/accommodation funds will support faculty to include carbon offsets, carbon sequestration credits and emission reduction credits directly related to their unique project. 	\$2,300	
TIME RELEASE		
<ul style="list-style-type: none"> The cost of Time Release represents a significant expenditure from the fund, so detailed justification must be provided. Preference will be given to applicants who can demonstrate a commitment from an institution such as a publisher, gallery, or performance venue that will disseminate their scholarly or creative work. If not eligible for education leave, time release may be granted for educational purposes Time release will be considered if it is impossible to pursue activity during accountable time Contact your Dean to determine optimal timelines for Time Release requests. 		
12.5% Time Release	\$14,900 (amount under review)	Per CA 9.01 Step 11 plus benefits

ADDITIONAL INFORMATION

Co-applications/Joint Applicants - Each joint applicant must submit a separate application that identifies and clearly cross-references the other applicant(s)/ application(s). Each applicant must articulate their role in the project and justify requested funds. Co-investigators from other institutions will not be funded

Curriculum development – not funded

Event catering – not funded

Materials – Books, software (if demonstrated to be essential to work proposed and vetted by Teaching and Learning), and hardware are typically not funded, but requests for technical equipment may be considered if demonstrated to be essential to the work proposed. Documentation of approval for purchase of software must be included with application. Please indicate your plans to make such equipment available to other KPU faculty members or students at the conclusion of your proposed project.

No retroactive funding – Funding not available for conferences, research travel, courses, etc. that have concluded. Applications for tuition should typically be submitted in advance of course(s) starting but may be considered, depending on availability of funds, for course(s) still in progress.

Travel Carbon Emissions - Air Canada has partnered with Less Emissions, Canada's first independently audited flight offset program, to provide quality carbon offsets to individuals and organizations looking to reduce the environmental impact of flights. Through Less, customers can calculate and purchase offsets to help mitigate the greenhouse gas emissions associated with air travel. Refer to link [here](#).

Gold Standard-Certified International Offsets: Derived from international projects meeting the Gold Standard Foundation's sustainable development criteria, as well as the UN's Clean Development Mechanism protocols. These offsets are endorsed by leading environmental groups, including WWF International.

