

Schedule for Obtaining Funding – 2017-2018

The following schedule will be used to allocate monies from the Professional Development budget for the 2017-2018 academic year.

Employees planning to submit funding request applications for Professional Development funding should follow the deadlines provided below. All applications should be submitted to the Coordinator of Professional Development, Alison Moore.

Timetable for Competitive Fund Requests (Conferences, etc.):

All Competitive Fund request applications will be evaluated by members of the Professional Development Policy Committee through a blind review process.

Start Date of Activity	Application Due Date	Anticipated Notification Date	Suggested % of Budget Allocated to this Category
July 1–August 31	September 5	September 6	15-20
September 1–September 30	September 5	September 6	15-20
October 1-December 31	September 15	October 1	15-20
January 1-February 28	October 15	November 1	15-20
March 1-April 30	December 15	January 1	15-20
May 1-June 30*	February 15	March 1	15-20

Timetable for Non-Competitive Fund Requests (Tuition reimbursement and organization memberships):

All Non-Competitive Fund request applications will be evaluated by the Coordinator of Professional Development and the Vice-President for Academic and Student Affairs.

End Date of Course/ Date Membership dues are submitted	Application Due Date	Notification Date	Suggested % of Budget Allocated to this Category
July 1 – August 15	April 1	April 15	15 - 25
August 16 – December 31	September 15	October 1	35 - 45
January 1 – June 1*	November 15	December 1	35 - 45

- *Any activity occurring in June will be handled on a case-by-case basis.
- Applicants who miss due dates will be handled on a case-by-case basis, pending available funds.
- Documentation for expenses must be submitted to the Accounting Department within 14 days of the conclusion of the event or June 1, whichever comes first.