May 22, 2024

From: Gary Hepburn, Vice President Academic and Principal, Yorkville University New Brunswick

To: YU New Brunswick full- and part-time faculty

Subject: Support for conference presentations and other knowledge transfer, 2024 The University has provided a budget to the New Brunswick campus for “faculty professional

development”. The primary purpose of this funding is to promote faculty academic and professional

knowledge transfer by participation in academic and professional conferences and by publication in open-source journals. The fund is not intended to support further education or training of faculty members, nor is it intended to support payment of fees for membership, registration, or licensing in professional or scholarly associations.

**Purposes for which Faculty Professional Development funding may be used:** Activities for which an eligible faculty member may be reimbursed include:

* Registration, accommodation, meals, and transportation costs incurred to participate in scholarly or professional conferences, workshops, symposia, etc.
  + “Participation” means presenting or serving in a leadership role at the conference, workshop, symposium, etc.
  + Faculty members are responsible for selecting conferences that are relevant to their research and professional interests and align with the goals and priorities of their Faculty or program. Faculty members are encouraged to choose conferences that are highly regarded in their field and have a strong reputation for scholarly exchange.
* Page fees (and similar fees) related to publishing in legitimate open-access journals.

# Eligibility to apply:

* Full- and part-time faculty members may apply for support.
* Full-time faculty members must have completed at least one term of service to become eligible.
* Part-time faculty members must have taught at Yorkville for at least two terms and be scheduled to teach at least one future term.
* Priority is given to faculty members who are presenting their work or serving in leadership roles in their discipline.
* Faculty members may normally request support for one activity during a calendar year. However, an eligible faculty member may request support for additional activity during a calendar year if the additional activity is particularly meritorious.

# Funding amounts:

* Funding is provided on the basis of detailed estimates of costs (registration, transportation, accommodation, meals). Maximum amounts awarded are:
* Conferences participation: $3,500.
* Page fees: $2,500.

Note, however, that where a proposal is particularly meritorious, funding may be provided above the maxima identified above.

# Applying for funding:

* The campus Principal and Vice President Academic will publish a quarterly (January, April, July, October) call for applications for support from the Faculty Professional Development fund.
* Faculty members will submit their applications to their program chairs, exclusively via forms [(FIND THE APPLICATION FORM HERE)](https://forms.office.com/Pages/ResponsePage.aspx?id=vjNcjv5u70WxlWeH3o_WSTutvL6-yplBnBdjwP10rC9UODdUU0w0RjJTRENKMVFYTlFXM1NSWTNaVS4u) - **no email applications will be accepted**. The program chairs will evaluate, make recommendations or comments, indicating whether they believe the proposed expenditure is appropriate and meets criteria.
* Applications will be reviewed by the VPA in consultation with the Academic Leadership Team.
* Requests for funding must include at least the following:
* A description of the activity for which support is asked and an explanation of how the activity is related to the individual’s professional, teaching, scholarly, or administrative activity;
* Verification (e.g., acceptance letter from event organizers) of the individual’s role in the activity (e.g., participant, presenter, discussant, panel chair);
* Verification that the individual will be participating as a Yorkville University faculty member or academic administrator;
* If support is sought for presenting at a conference, the abstract of the presentation;
* A budget of anticipated expenses including travel, meals, registration fees, accommodation costs, and all other incidentals;
* An indication whether the applicant is seeking funding from another source for the same event;
* If support is sought for payment of page fees or other publications costs, the name of the journal in which the article is to appear, verification that the article has been accepted for publication, details about the fees charged by the journal, and verification from the Yorkville University Librarian that the journal is a legitimate open- source academic journal.

# Reimbursement of expenses:

* Successful faculty applicants will receive a letter confirming the availability of funding and indicating any caps or limitations on the funding.
* Expenses will be reimbursed against receipts.
* Note that receipts are required for all expenditures for which reimbursement is sought, including meals, parking, and local ground transportation.
* If expenses are incurred in other than Canadian currency, documentation of the amount paid in Canadian dollars (e.g., redacted credit card or bank statements) are required in addition to the receipts.
* Reimbursement may be claimed by sending the Principal/VP Academic at [VPANB-Approvals@yorkvilleu.ca](mailto:VPANB-Approvals@yorkvilleu.ca) the following:
* A completed expense claim form
* Supporting receipts
* A copy of the funding award letter.