

Frequently Asked Questions: Career Development Committee Funds

What is the average award amount?

Depending on the number of applications and the available pool of funding, the majority of CDC awards are around \$1,000; requests up to \$3,000 will be considered, but funding for these projects competes with those that request less money.

Who is eligible to apply for CDC funding?

The CDC will give priority to employees who have been assessed and found to have identified areas of improvement. The CDC will also support applications that are consistent with the mission and needs of the University and/or to improve instruction. Those who have received little or no other internal financial support are encouraged to apply.

When do awarded CDC funds have to be used?

CDC funds are awarded for one fiscal year, with funds becoming available on July 1st and must be fully expended by June 30th of the following calendar year. There is no possibility of carrying the funds longer than one year.

What kinds of costs can be requested?

Award funds must comply with University purchase policies so that equipment, for example, purchased with CDC support belongs to the University. Most budget categories can be supported, but generally CDC awards are used primarily to enhance applicant's professional development: attending workshops or conferences, travelling, purchase of small technologies to enhance teaching or scholarship, or payments for professional services or student assistants.

How do you apply for CDC funding?

Application can be made using the [Internal Award Online Application System](#).

How long is the review process?

The CDC will meet at agreed upon times after the proposal deadline to discuss and recommend awards. The CDC makes recommendations to the President and will notify each applicant of its recommendations. Copies of all relevant materials used to make recommendations will be forwarded to the President as well as the Union.