

# Education Research Presentation Grant Guidelines



## 1. PURPOSE

This grant fund was created in order to move towards Calgary Public Teachers' strategic *preferred futures* – advancing community perception of Local 38 as a group of highly competent professionals, and maintaining our identity as the professional authority on all pedagogical issues. We know our teachers are among the best in the world, and we're invested in ensuring that the high-quality, research-based teaching and learning that goes on in Calgary can be shared around the world.

This grant program aims to provide funding in order to facilitate four or five individual Calgary Public Teachers per year being sent to conferences (preferably international conferences) for the purposes of **presenting** their research to the broader community. Funding may include registration fees, individual expenses and the cost of substitute teachers.

## 2. APPLICATION FOR INDIVIDUAL FUNDING

Applications must be in compliance with these guidelines to be considered for funding.

- 2.1 Any individual governed by the terms of the ATA/CBE Collective Agreement shall be eligible to apply for one activity in a school year under the terms of these guidelines.
- 2.2 Applications must be made by the individual applying for funding. Approved applications are not transferable.
- 2.3 Applications for less than \$50 will not be considered.
- 2.4 Applicants are responsible for ensuring their application is received in a timely manner.
- 2.5 Application forms may be obtained from the Calgary Public Teachers website ([local38.teachers.ab.ca](http://local38.teachers.ab.ca)).
- 2.6 Applications must be accompanied by a conference brochure/pamphlet, or **printed** conference website information that includes a description of the conference topic/theme, conference duration, location and related costs.
- 2.7 Applications for activities that occur during regular school hours require a principal's signature indicating the teacher is permitted to participate. If the activity occurs outside of normal school operations, such as evenings, weekends, and holidays, no permission is required.
  - 2.7.1 If permission is denied by the principal, teachers have the right to access paid or unspecified personal leave as provided by Article 12 of

the Collective Agreement and should continue with their application for grant funding.

- 2.8 Applicants must be registered as an attendee and speaker/presenter for the conference in order to receive grant funding.
- 2.9 Applications must include the signature of the Principal if the applicant is in a school setting or Superordinate only if the activity takes place during regular school hours.
- 2.10 Applications are not considered received until all required documentation is received and complete.
- 2.11 No consideration for funding will be given to applications received after the activity has started.
- 2.12 Applications are considered approved once the applicant receives the funding estimate form and expense report from Calgary Public Teachers.

### 3. APPLICATIONS FROM SUBSTITUTE TEACHERS

- 3.1 Substitute teachers are eligible for funding under these guidelines, except for the costs of substitute coverage.
  - 3.1.1 In lieu of substitute coverage, applicants who are substitute teachers shall be entitled to a per-diem payment equivalent to the amount described in clause 5.1.1 of the ATA/CBE Collective Agreement for each day they attend the conference that falls on an operational day as identified in the CBE traditional or modified calendar.
- 3.2 Applications from substitute teachers must include the signature of the Coordinator of Recruitment and Staffing if the activity takes place during regular school hours.

### 4. FUNDING ELIGIBILITY

#### 4.1 Opportunities Eligible for Funding

4.1.1 Conferences and workshops whose themes relate to one or more of the following areas shall be deemed eligible for funding:

- Administration of Schools and School Systems
- Curriculum, Programs and Supports
- Early Intervention and Early Childhood Education
- Education Finance
- Education Research and Research Ethics
- Educational Accountability for Public Assurance
- Inclusive Education
- Indigenous Peoples
- Political Engagement
- Public Education
- School Facilities/Design
- School–Community Relations
- Social Justice and Global Issues
- Student Assessment
- Teacher Professional Development
- Teacher Professional Growth, Supervision and Evaluation
- Teacher Professional Preparation and Certification
- Teacher Professional Responsibilities
- Technology and Education
- Working Conditions for Professional Service
- Other Topics as Deemed Acceptable by the Selection Committee

## 4.2 Individual Eligibility

- 4.2.1 Teachers who are eligible to receive the Grant may apply for one activity in a school year period to receive funding for all eligible expenses up to the maximum coverage.
- 4.2.1.1 Successful applicants are eligible for coverage of a maximum of \$5000 in eligible expenses.
- 4.2.2 Conference dates and up to one day for travel, if required, are eligible for substitute coverage up to the maximum allowed.
- 4.2.2.1 A maximum of three days of substitute coverage will be provided.
- 4.2.2.2 The cost of substitute release time will be reimbursed directly to CBE in most cases. The cost of substitute release time will be reimbursed to the teacher only if the teacher accessed personal leave at substitute deduction and provided appropriate documentation of the deduction of substitute teacher pay.
- 4.2.3 For the purposes of determining eligibility, the school year is defined as July 1 to June 30.
- 4.2.4 Eligibility does not guarantee funding.

## 5. ALLOCATION

- 5.1 A maximum of \$25,000 per school year is allocated for all expenses related to the Education Research Presentation Grant.
- 5.2 The grant shall be divided into five portions:
- \$5000 for the period July 1 through September 30
  - \$5000 for the period October 1 through December 31
  - \$5000 for the period January 1 through March 31
  - \$5000 for the period April 1 through June 30.
  - \$5000 of the Grant shall be allocated for covering costs related to substitute teacher coverage for successful applicants.
- 5.2.1 Any uncommitted funds remaining for one period shall be carried over to the next period and made available for applicants during that time. Any uncommitted funds remaining on June 30 shall be declared as surplus and not carried over into the next fiscal year.

## 6. SELECTION PROCESS

- 6.1 Applications are considered in the order in which they are received.

## 6.2 Consideration Dates and Notification Periods

- Applications received during the period July 1 through September 30 shall be considered on October 1.
- Applications received during the period October 1 through December 31 shall be considered on January 15.
- Applications received during the period January 1 through March 31 shall be considered on April 1.
- Applications received during the period April 1 through June 30 shall be considered on June 30.

6.2.1 Should a consideration date fall on a weekend or holiday, applications will be considered on the next business day.

6.2.2 Successful applicants shall be notified within two weeks of the consideration date.

6.3 Applications will be assessed on the basis of: (1) the relevance of the applicant's topic to the Local's strategic objectives, and (2) the relevance of the applicant's topic to Local and Provincial ATA policy statements.

6.3.1 Preference shall be given to applications with one or more of the following characteristics:

- Conference is international (held outside of Canada)
- Applicant is presenting their own original research (vs meta-analyses or secondary reviews of other research, for example)
- Applicant has never received the Grant in previous years
- Applicant has no other funding sources

6.4 The Selection Committee shall be comprised of the President, one member of the Executive Committee appointed by the Executive Committee, and one member of Local 38 Executive Staff.

6.5 Applications that were unsuccessful in one period will automatically be carried over for consideration in a future period, provided that the activity/conference has not yet taken place.

## 7. ELIGIBLE EXPENSES

7.1 The following receipted expenses are eligible for reimbursement:

7.1.1 Conference or activity fees (excluding membership fees).

7.1.2 Travel expenses (if the activity is held outside of Calgary). Approved applicants will be expected to travel by the most practical and economical means. Kilometrage will be paid at a rate of \$.50 per kilometer<sup>1</sup> to a maximum of \$600.00.

7.1.3 Car rental costs, fuel expenses, and insurance costs related to the car rental agreement.

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<sup>1</sup> Consistent with CBE Administrative Regulation 2060

- 7.1.4 Accommodation costs (to a maximum of \$200 CAD per day). Where accommodation is shared, each participant may only claim a pro rata share of the total cost.
- 7.2 No receipts are required for meal costs (to a maximum of \$60 CAD per day). These costs are prorated on the basis of \$10 for breakfast, \$20 for lunch, and \$30 for dinner. Costs associated with the purchase of liquor will not be reimbursed.
- 7.3 If the activity is in Calgary, reimbursement for expenses shall be limited to the registration fee, lunch (except where included in the registration fees) parking and public transit.
- 7.4 Air miles or other loyalty plan credits are not eligible expenses.

## 8. EXPENSE CLAIMS

- 8.1 Proof of conference registration and a conference program showing the applicant's presentation session (including date/time of session) must be provided with the Expense Report.
- 8.2 Expense claims, except for meals, must be accompanied by valid receipts. Charge card receipts will not be accepted.
- 8.3 Expense claims must indicate other sources of funding.
- 8.4 Receipted expenses must be submitted within thirty (30) days from the date of the completion of the approved activity. No reimbursement will be made for expenses received thirty (30) days after completion of the approved activity.
  - 8.4.1 Receipts for conferences taking place during May and June must be received by July 15. Expenses incurred during July and August will not be reimbursed until after September 1.

## 9. INTERPRETATION OF GUIDELINES

- 9.1 Teachers wishing interpretation of the above guidelines should contact the office of Local 38, ATA by phone (403-262-6616) or e-mail (info@ata38.ab.ca).
- 9.2 Calgary Public Teachers, ATA Local 38, reserves the right to grant exceptions to these guidelines.

## 10. APPEALS

- 10.1 The decisions of the Selection Committee are final.

## 11. REVIEW OF GUIDELINES

- 11.1 These guidelines will be reviewed annually by the Selection Committee. Any revisions to the guidelines will be announced prior to their implementation.