

# APPLICATION FORM

## Education Research Presentation Grant 2025-2026 SCHOOL YEAR



Surname (Please Print)		Given Names (in full) <u>Underline name used</u>		CBE Employee Number					
School/Department		School Phone		Mailbox extension					
Email Address				School Fax					
Subject(s) Taught									
Conference/Workshop Title (City/Province/Country)				Date(s) of Activity			Location of Activity		
Title of Session(s) you are presenting					Theme of Session(s) (choose from attached categories)				
Optional - Your Home Address if activity is during a school break or if you are a substitute teacher									
<small>NOTE: You are limited to one application per school year period. APPLICATION WILL ONLY BE CONSIDERED IF A COPY OF THE EVENT/COURSE BROCHURE IS ATTACHED, including evidence that you have been invited to present at the conference and an abstract of the session you are presenting. NO TRAVEL AUTHORIZATION IS REQUIRED for this program, however a principal's signature is desired if the activity takes place during CBE operational days (no permission is required if the activity takes place outside of normal school operations). If activity is held in Calgary, eligible expenses will be limited to registration fees, parking or public transportation expenses, lunch (if not provided in the registration fee) and substitute expenses.</small>									
<b>A. ELIGIBLE EXPENSES (See Guideline 7):</b>									
Registration Fee (excludes membership fees)				\$ _____					
Travel Expenses:									
Airfare				\$ _____					
Automobile _____ kms @ \$.50				\$ _____					
Taxi/Airport Shuttle/Bus/Parking/Rental				\$ _____					
Total Travel Expenses				\$ _____					
Hotel Accommodation (maximum of \$200 per day CAD including GST)				\$ _____					
Meals (maximum of \$60/day CAD including GST)				\$ _____					
				Total Expenses		\$ _____			
AMOUNT RECEIVED FROM OTHER SOURCES \$ _____				AMOUNT REQUESTED		\$ _____			
<b>B. Substitute Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    Date _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.									
_____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.									
_____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.									
<b>C. Date</b> _____ <b>Signature of Applicant</b> _____									
_____ Name of Principal or Superordinate (please print)					_____ Signature of Principal or Superordinate				
I approve of the teacher's participation in this activity during the above-noted CBE operational days and understand that substitute costs will be borne by Calgary Public Teachers.									
The personal information collected on this form will be used and disclosed solely for the purpose of processing this application and is collected under the authority of Alberta's Personal Information Protection Act for the purpose(s) noted above. If you have any questions about this application, please call 403-262-6616.									
Please return to:    ATA, LOCAL #38, c/o CBE Mailroom Phone: (403) 262-6616    Email: <a href="mailto:info@ata38.ab.ca">info@ata38.ab.ca</a>									

## GUIDELINES FOR SUBMISSION OF ERPG INDIVIDUAL APPLICATION

Note: Any individual governed by the terms of the ATA/CBE Collective Agreement may submit one application for funding in a school year under the terms of the Guidelines for the Education Research Presentation Grant program.

### INSTRUCTIONS TO APPLICANTS:

1. Review the current Calgary Public Teachers Education Research Presentation Grant guidelines. A copy of the guidelines and application form can be obtained through the Calgary Public Teachers Website: <http://local38.teachers.ab.ca>
2. Complete the application form and submit it to: CALGARY PUBLIC TEACHERS EDUCATION RESEARCH PRESENTATION GRANT  
ATA LOCAL 38, c/o CBE MAIL ROOM

### **TO BE CONSIDERED, COMPLETE APPLICATIONS MUST BE SUBMITTED PRIOR TO THE ACTIVITY.**

3. Provide a copy of the event/course brochure that provides information on the registration fees, dates, location and program with your application, **including evidence of your invitation to participate as a speaker and an abstract of the session(s) to be presented.** If participation is denied by the principal, please refer to the guidelines, clause 2.7.1, regarding personal leave.

The Selection Committee meets four times per year – October 1, January 15, April 1, and June 30. Successful applicants shall be notified within two weeks of the consideration date.

4. Applications are assessed on the basis of relevance to the Local's strategic objectives, and relevance to ATA policy statements. Preference shall be given to applications with one or more of the following characteristics: conference is international; applicant is presenting their own original research; applicant has never received the grant in previous years; applicant has no other funding sources.
5. For those applications that have been approved for funding, a signed Funding Estimate indicating the amount of funding that has been pre-approved and an Expense Report Form will be sent to you.
6. No consideration for funding will be given to applications received after the event/course has taken place.
7. After the event, please forward all receipts along with the Expense Report Form to: EMAIL- [info@ata38.ab.ca](mailto:info@ata38.ab.ca) or ATA Local #38, c/o CBE Mail Room within 30 days. FUNDING WILL NOT BE PROVIDED IF EXPENSES FOR REIMBURSEMENT ARE NOT RECEIVED WITHIN THE 30 DAYS AFTER COMPLETION OF THE EVENT/COURSE.
8. ANY TEACHER APPLYING FOR FUNDING DURING CONVENTION MUST VISIT [WWW.CCTCA.COM](http://WWW.CCTCA.COM) AND MAKE AN ALTERNATE PD REQUEST TO MISS THE TWO DESIGNATED DATES FOR CALGARY TEACHERS' CONVENTION.

### **ELIGIBILITY (SEE GUIDELINE 4):**

Teachers who are eligible to receive funding from the Education Research Presentation Grant may submit one application in a school year period to receive funding for all eligible expenses up to the maximum coverage. Successful applicants are eligible for coverage of a maximum of \$5000 in eligible expenses.

If required, conference dates and up to one day for travel are eligible for substitute coverage to the maximum allowed.

Eligibility does not guarantee funding.

Sessions that fall under the following themes are 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

For further information please contact:

EDUCATION RESEARCH PRESENTATION GRANT

CALGARY PUBLIC TEACHERS, ATA LOCAL 38

TELEPHONE: (403) 262-6616 EMAIL: [info@ata38.ab.ca](mailto:info@ata38.ab.ca)