

Research Associate / Senior Research Associate Conference Fund

Conference Fund

RAs and SRAs are eligible to access up to \$1000.00 per fiscal year per individual to attend conferences. The fund is available for reimbursement of eligible conference registration fees and related travel and accommodation expenses. All travel and accommodation expenses must be eligible under the University of Toronto policy for Travel Reimbursements: [Guidelines for Travel and Other Reimbursable Expenses](#).

Note: This Fund is available during the University of Toronto's fiscal year (May to April), with the exception of the current 2016 to 2017 fiscal year, where application / conference must occur between September 1, 2016 to April 30, 2017. Applications for conferences falling within the 2017 to 2018 fiscal year can be submitted after April 1, 2017.

Procedure

- The attached application for the Conference Fund must be completed in **full** and sent to the [Organizational Development & Learning Centre](#) (ODLC) for approval at **215 Huron Street, 6th Floor** or sent to odlc.epdc@utoronto.ca or Fax 416.946.3355.
- When the application for reimbursement is approved one copy of the form will be returned along with a blank Event Evaluation Form.
- After the conference, the individual must submit a copy of:
 - Their Expense Reimbursement form **with Adequate Supporting Documentation (photocopies of paid expenses)** or if the department has paid directly, we will require proof of payment for conference registration, hotel and transportation.
 - A completed Event Evaluation Form.
- Once these are received ODLC will reimburse the **Department's account** to a maximum of \$1000.00.

If you have any questions regarding your application please contact 416.978.6496 or odlc.epdc@utoronto.ca.

Conference Fund Application

Note: Please read instructions on Page 1 before completing application. The completed Application must be submitted to **Organizational Development & Learning Centre (ODLC)** at **215 Huron Street, 6th Floor** or sent to odlc.epdc@utoronto.ca or Fax 416.946.3355.

Employee Information

Employee Group Research Associates Senior Research Associates

Employee Name	
Personnel Number	
Department	
Department Address	
University Phone Number	

Conference Information

Conference Name	
Host Institution / Association	
Conference Location	
Duration: From	
Duration: To	
Registration Fee (before taxes)	
Travel Cost (before taxes)	
Hotel Cost (before taxes)	
Total Cost (before taxes)	

Department Head or Principal Investigator Approval

Name	
Title	
Department Phone Number	
Date (ddmmyyyy)	
Authorized Signature	

Department Financial Information (must be completed)

Fund #	
Commitment Funds Centre (CFC) Fund #	
Cost Centre (CC) Fund #	
General Ledger (GL) Account #	

ODLC Approval

Employment Date	
Appointment Percentage	
Amount of Funding	
Date (ddmmyyyy)	
Authorized Signature	

Event Evaluation Form: Post Professional Development Activity

Note: Please read instructions on Page 1 before completing application

Employee Information

Employee Name	
Personnel Number	
Department	
Conference Name	
Conference Location	
Duration: From	
Duration: To	

Professional Development Activity Evaluation

1. In terms of its advertised and stated purpose, indicate the extent that the event was successful, where 0 means the activity was not at all successful and 7 means the activity was extremely successful.

0 1 2 3 4 5 6 7

2. Please briefly summarize the main theme of the event.

3. Comment on how well the information was presented (ex. lecture, discussion, films, and exercises) and the leader's knowledge of the subject, style of presentation and general helpfulness.

4. How do you expect to use what you learned in your present job and / or how will it assist you to develop your career in the University?

5. Would you recommend this event to other University of Toronto staff?

- At Your Level
 At Other Levels