



## Guide for Requesting EVC Professional Development Funds updated 3/21/23

**Follow these steps** to request funding through the PDC for an upcoming conference/workshop:

1. Review the **Funding Criteria** on page 2 to make sure your proposal is eligible for funding through the Professional Development Committee. [Helpful Video Overview](#)
2. **Complete the [Request for Professional Development Funds Form](#)**. This online form will go directly to the Professional Development Committee chair. Submit this request form at least six weeks before your scheduled conference/workshop.
3. **Your funding request is discussed at the next scheduled PDC Meeting** (1st and 3rd Thursdays during the academic year).
4. If funding is approved, **you will receive a PDC Funding Approval Letter** via email from the committee chair (If funding is not approved, you will receive an explanation, or you may be asked for more information from the committee).

### **WAIT UNTIL YOU RECEIVE YOUR APPROVAL LETTER BEFORE CONTINUING TO STEP 5**

5. **[Create a Conference/Travel request through Concur](#)** (access through Single Sign-On).
  - If this is your first time using Concur, you will need to attend a Concur training session or request help from your department's administrative assistant. Concur trainings are offered Wednesdays from 9-11 AM [at this link](#).
  - The amount requested should match the amount awarded in your Funding Approval Letter. For instance, if the conference costs are \$1,553, and you were awarded \$1,200 from the committee, you would limit your Concur request to \$1,200.
  - Be sure to attach the following to your Concur request:
    - i. Funding approval letter PDF from PD committee chair
    - ii. Information/web link with conference/workshop details
  - Concur automatically routes requests to your dean/supervisor and the EVC President. **You must receive Concur approvals before conference or travel.** Concur keeps you posted on your request's progress.

### **WAIT UNTIL CONCUR REQUEST IS APPROVED BY DEAN/PRESIDENT BEFORE GOING TO STEP 6**

6. **AFTER Concur request approval:** Attend your conference /workshop
  - Retain all receipts and documentation (and keep copies for yourself)
7. **Post-Conference: Create Expense Report in Concur:** match to previously approved request
  - Attach: PDC Funding Letter and Conference Receipts to equal approved amount.
8. **Receive your reimbursement** (make sure your mailing address is up to date)
9. Complete your "**Share Back**" (outlined below) within 3 months after your conference/workshop. Send a summary of your Share Back to the PDC Chair via email at [john.kaufmann@evc.edu](mailto:john.kaufmann@evc.edu). Completion of Share Back brings your experience back to our EVC community and keeps you eligible for future PD funding.

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## EVC Professional Development Funding Criteria

**Funding Objectives:** The Professional Development Committee accepts funding requests for virtual or off-campus professional conferences, seminars, or workshops which meet the State of California's [Professional Staff Development funding objectives](#) under [Section 87150-87154 of the Education Code](#).

We will look for evidence of at least one of the following:

- Improvement of teaching
- Maintenance of current academic and technological knowledge and skills
- In-service training for vocational education and employment preparation programs
- Retraining to meet changing institutional needs
- Intersegmental exchange programs
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Courses and training implementing equal employment opportunity and upward mobility programs

### Funding Details

- Funding for full-time faculty is limited to a maximum of \$1200.00 per academic year; adjunct faculty: \$600.00 per academic year; full-time classified staff: \$1200.00 per academic year; Part-time classified staff: \$600.00 per academic year (until annual budget is spent).
- The PDC will fund actual costs incurred by faculty and staff for the following expenses: conference or workshop registration, lodging, meals (“reasonably priced”) and transportation (including airfare, ground transportation, [automobile mileage](#), etc.)
- PDC Funding **may not be** used toward association memberships, tuition for courses taken/available for certification or academic credit. Our intention is to avoid funding activities that could alter credentials or [move somebody up the salary scale](#) (double dipping)
- We cannot approve requests that do not allow time for dean/president Concur approval or fund activities that have already taken place.
- Applicants are encouraged to take advantage of early registration whenever possible.
- **Restricted Travel List:** Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, S. Carolina, S. Dakota, Tennessee, Texas, Utah, W. Virginia
- **Summer Travel:** Funding is limited between July 1 and mid-September. [See addendum](#).
- **International Travel:** PD funds may be used to support international travel. This travel must be approved by the EVC president and governing board before travel. [Details/timeline](#)
- All criteria, steps and deadlines detailed on this guide must be followed to receive reimbursement for conference/workshop travel.

**“Share Back” Options:** In your funding application, you will identify your plan to share your experience with the EVC Community in one of the following ways after you return:

- Hold a workshop for disseminating what was learned. This could be at a Professional Development Day, at a department/division meeting or another venue.
- Incorporate specifically into the mentorship of a colleague.
- Prepare a 2-3 page report suitable for distribution discussing how the activity enhanced your professional development and how the information learned could help other colleagues.

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- Apply the experience to work on a program review for your discipline.