# Application Form

Name: Location:

Current Position: Employee:

Department: Supervisor:

**Select all areas you are applying for funding support**:   
 Professional Development  Instructor Supports  Student Supports

Detailed description of planned activities and/or initiatives you are seeking funding for, including time periods if you are seeking support:

Please provide a detailed outline identifying how the planned activities and/or initiatives support the following:

1. Improvement in the learning experiences of students
2. Your instruction/interaction to and with students;
3. Your continued employment/learning at VIU;
4. The operation of the department in the future;
5. If this application is part of a department or faculty wide initiative to improve the learning experience for the students.
6. Other

**Funding Request Description:**

Total amount of funding requested (including travel):

The Committee requires the submission of the [**Employee Expense Claim**](https://employees.viu.ca/financial-services/employee-travel-and-expense-claim-form) to provide the **estimated** costs for travel, accommodations, meal per diems, etc. Please fill out the Employee Expense Claim to the best of your ability and include it with your application form.

For International Travel, you **MUST** receive authorization from the Provost in order to be reimbursed. See [International Travel Authorization](https://employees.viu.ca/financial-services/international-travel-authorization) webpage for details.

**Does this require continued support from:**

Current Department/Faculty  Information Technology Department  Other

Provide further details of the continued support needed and the funding plan as the ESPD Fund does not commit any ongoing department funding or IT support:

# Signatures and Approvals

*I understand the Committee may require a personal interview with the candidates, or the short-listed candidates only, to review and clarify this information and/or seek additional relevant information.*

*I have read the ‘Fact Sheet’ and the ‘Eligibility’ concerning BCGEU ESPD Funding.*

*I have consulted with my Program Chair for planning purposes.*

Applicant Signature Date

**Senior Administrator’s Remarks**: *(Dean, Director or Regional Campus Administrator)*

Please comment on the instructor’s statements, if any, which refer to the benefit of the ESPD Funding proposal to department/program operations.

As the Senior Administrator, I approve the request(s) under the following support areas:

Professional Development (Assisted Leave)  Instructor Supports  Student Supports

Senior Administrator Signature Date  
**REQUIRED**

Program Chair Signature Date  
OPTIONAL

**Hard copy submissions: Completed form to the Human Resources Department  
Electronic submission: Email completed form to** [**ER@viu.ca**](mailto:ER@viu.ca)