

College of Engineering

Professional Development Funds - FAQ

1. Is my professional development funding taxable?

Funds awarded may impact your current/future tax situation. If you have questions about the tax ramifications of your award, the awardee should consult their accountant or financial planning representative.

1. Can the professional development fund pay for textbooks not covered by the tuition assistance program?

No, the funding is not allowed to be used for textbooks and other fees not covered by tuition assistance.

2. Does the award have to be directly tied to my current position?

Professional development activities should be related to the current job responsibilities and duties, increase the job skills and productivity, or enhance the value or contribution to their department or university.

3. Can I apply for professional development funding more than once?

Yes. Staff may submit multiple requests as long as the total amount does not exceed \$1000 during the one-year period. Staff are urged to seek departmental funds for expenses greater than \$1000.

4. Can the professional development fund be applied to travel only? My department will pay for the registration/program but not the travel.

Yes, with certain restrictions. The professional development fund can pay for registration fees, lodging, transportation, local ground transportation, parking and meals.

5. Does my supervisor have to be notified if I am applying for professional development funds?

Yes. An email will be sent to the supervisor to (1) verify the applicant's eligibility, (2) indicate how much, if any, departmental funds are available, (3) approve the requested training.

6. Can the professional development fund be used to pay for industry training, certification or continuing education credits?

Yes, if the training is not offered through other University programs (e.g., NU employee scholarship).

7. Does my department have to match funds?

No. Your department is not required to provide matching funds or share the cost of the training. Departments should help invest in their staff and provide funds if they are available. The supervisor will indicate in the online application if their department can share costs or if no

funds are currently available. Any expenses over the awarded amount will need to be paid by the staff member's department or paid by the individual.

8. What is the process of being awarded the funding?

Applications need to be reviewed and approved at least 30 days prior to the professional development opportunity – note applications are reviewed on the first Monday of every month. Applications will be reviewed and staff will be notified on eligibility of funds. Note that submission for funds does not automatically guarantee a request is approved.

9. How will I receive the funding?

Travel funds will be reimbursed after travel has occurred and documentation is entered in the NU Concur system and approved. Awardees are required to abide by all University policies, travel procedures and guidelines.

10. Can a department use professional development funds to bring departmental-specific training to staff?

No. The program funds individual requests only.

11. Is international travel allowed?

International travel is allowed, but the request must contain a strong justification showing that there is no comparable training available domestically or online. All University travel guidelines and policies must be followed.