



Cumulative Professional Development Allowance (CPDA) Policy

This document provides guidelines and procedures for applying for the Cumulative Professional Development Allowance (CPDA).

Purpose

The CPDA grant is primarily intended for faculty members to present research papers at academic conferences. The CPDA intends to support the following:

- Presenting a research paper at international conferences/symposiums.
- Presenting a research paper at national conferences/symposiums.
- Publication expenses (e.g., overlength charges, open access charges, etc.) related to a journal paper
- Purchase of books, computer accessories for facilitating research (e.g., external hard disks), and other contingent items (up to a maximum of Rs. 20000 per year)
- Membership of professional societies (up to a maximum of Rs. 20000 per year)
- Attending training and research programs for professional development

Faculty members are encouraged to publish in reputed conferences and journals that have high visibility and attendance by the academic community.

Terms of the Financial Grant

Each faculty member, after the confirmation of their service, is eligible to receive a CPDA grant of Rs. 1.0 lakh on the 1st of April of every year (Y) whose validity will be over the current financial year and the next two years, i.e., until the 30th of March of $Y + 3$.

- The CPDA grant received on April 1 of Year $Y - 3$, which remains unutilized as of March 30 of Y , shall lapse.
- The aggregate CPDA grant on, e.g., 1st of April of Y will, therefore, be Rs. 3 lakhs (one lakh each for Y , $Y - 1$, and $Y - 2$).
- If a faculty member has depleted the CPDA funds of Rs. 3 lakhs available to them in the current Year Y , they can request up to a maximum of Rs. 2 lakhs of advance from the Year $Y + 1$ and $Y + 2$. Thus, the negative balance in a faculty's CPDA can be a maximum of Rs. 2 lakhs. The faculty members must repay any negative CPDA balance upon termination of Employment with the Institute.



- A faculty member can request support multiple times within a financial year, provided the total amount does not exceed the established limit. However, the CPDA funds cannot be used during any period when the faculty member is on lien or extraordinary leave.

The following parameters will be used to prioritize support requests from faculty members: (i) Sponsored projects earned by the faculty member (as PI/co-PI), including their financial outlay, (ii) Number of doctoral students guided by the faculty members.

Incentive for Excellence in Faculty Research

Faculty members receive financial awards for publications in top-tier journals or conferences. Once an individual reaches the annual incentive cap, further awards shall be credited as a bonus to their CPDA. This bonus shall remain valid over the entire time the faculty remains affiliated with the Institute as a full-time employee, and it may be used for professional expenses such as conference travel, electronic accessories, and professional memberships.

Application Procedure

Applications for financial support using the CPDA should be submitted to the Dean of R&D via email.

1. The following information should be included:
 - a. Conference dates and location
 - b. Rank of the Conference: A*, A, B, or DAU, Approved or other
 - c. Acceptance notification and acceptance rate, if applicable
 - d. Title of paper, abstract of the paper, and the authors' list
 - e. Manuscript draft of the accepted paper
 - f. Requested CPDA amount with a breakdown of the expenses in three categories: registration, travel, and accommodation.
 - g. Travel, accommodation, and other expenses should conform to the Institutional guidelines.
 - i. The faculty members are advised to use the Host Institution's Guest House facilities, if available.
 - h. Available amount in the faculty's CPDA
2. Faculty members may use their CPDA balance to support the conference travel expenses incurred by their students - the UG, the PG or the PhD students. The faculty member should endorse and send the email application on behalf of their student.
3. When the total requested grant amount is less than Rs 1 lakh, Dean R&D may approve the grant application. When this amount exceeds Rs. 1 lakh, Dean R&D shall obtain the Director's approval.
4. The decision regarding the grant application will be conveyed by the Dean R&D to the applicant via email.



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¹ This CPDA policy supersedes the Conference Travel Support Policy dated May 15, 2024.