

## Office of the Vice-President (Research) FACULTY CONFERENCE TRAVEL GRANTS

The Office of the Vice-President (Research) is pleased to provide funds to enable members of faculty to present, personally, the results of their original research, scholarship, and creative activity at significant national or multi-national scholarly forums. **Priority will be given to Assistant and new Associate Professors during the first five years of their appointment at the University of Calgary.** Only one application per person, per competition is eligible.

Due to the large number of applications and limited funds, the program budget cannot support all requests. Awards are not automatic or guaranteed. **Note: detailed reviewers' feedback on unsuccessful applications will not be provided.**

### Eligibility

- Priority will be given to Assistant and Associate Professors who are in the first five years of their appointment at the University of Calgary.
- Faculty members who have received an Office of the Vice-President (Research) Faculty Conference Travel Grant within the previous three-year period are ineligible to apply.
- Individuals holding continuing academic appointments (tenured or tenure-track) with explicit research expectations are eligible. Individuals holding non-tenured or otherwise contractually limited Board appointments are eligible provided the terms of the appointment **explicitly include the expectation of independent research and the supervision of graduate students.** Specific information regarding appointments can be found in the APT Manual that is available on the Human Resources website.
- The applicant must be the presenter. No exceptions will be made.

### Award Value

Awards of up to \$1,500 are available.

### Process

Requests for Faculty Travel Grant funding will be accepted at any time. Submit the attached application form with signatures, conference attachments (see below), and attach a report (one (1) page max, free form) with the following information:

- Justification of need for funding by the VPR and/or lack of funding available.
- Full budget for the travel and the total amount being requested from the VPR.
- A list of grants applied for and awarded in the last two years and any pending grant applications.

### Conference Attachments

- A copy of the abstract that has been submitted to the conference organizers (the abstract must clearly indicate authorship of the paper).
- A copy of the conference acceptance, if available.

### Conditions

- Eligible expenses are those allowed by the Tri Council.
- Funds will be provided through submission of an expense claim.
- Only those expenses that have been presented in your approved budget are eligible. **When submitting claims for expenses, original receipts and/or invoices will be required for reimbursement.** It is advisable to reference the University's Travel and Expense Reimbursement Handbook when submitting expenses: <https://www.ucalgary.ca/finance/files/finance/ap-travel-and-expense-reimbursement-handbook.pdf>
- Expense claims must be submitted within 30 days of the conference/workshop.

Applications should be sent to [vprawards@ucalgary.ca](mailto:vprawards@ucalgary.ca)

Please submit completed application form and attachments to [vprawards@ucalgary.ca](mailto:vprawards@ucalgary.ca).

Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

Other: \_\_\_\_\_

Department/Affiliation: \_\_\_\_\_

Faculty: \_\_\_\_\_

Email Address: \_\_\_\_\_

### COMPETITION INFORMATION

Indicate to which competition you are applying:

#### Faculty Conference Travel Grants

Attachments:

- Report detailing justification for funding, budget for travel, amount requested from the VPR, and grants applied for, including pending grant applications. **Max one (1) page, free form.**
- A list of grants applied for and awarded in the last two years and any pending grant applications.
- A copy of the abstract that has been submitted to the conference organizers (The abstract must clearly indicate authorship of the paper).
- A copy of the conference acceptance, if available.

#### Conference/Workshop Grants

Attachments (**Max two (2) pages, free form**):

- Description of the Conference or Workshop including the timeline
- Name and role of the organizer(s)
- Expected participants
- Budget outlining all sources of revenue and expenses
- Anticipated outcomes

#### Thesis/Dissertation Research Grants

Attachments (**Max two (2) pages, free form**):

- Description of the research, including background, potential significance, methodology used, and timeline.
- A detailed budget justification, identifying those expenses for which funding are sought, and how essential they are to conduct the research.
- Justification of needs of funding by the VPR and/or lack of funding available.

#### Eligibility requirements (for PhD thesis-based students)

Thesis/dissertation project has been approved by the department at the time of this application

### SIGNATURES

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**For student applicants only**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Associate Dean (Research) signature will not be accepted\***