

Office of the Vice-President (Research) CONFERENCE/WORKSHOP GRANTS

The Office of the Vice President (Research) is pleased to provide funds in support of scholarly significant national or international conferences or workshops held in the Calgary area (including Banff and Kananaskis). A limited amount of funding is available, on a first-come, first-served basis, to help defray the costs of organizing:

- Conferences aimed at the advancement/dissemination of research results;
- Workshops aimed at the development of a particular research agenda or the delineation of specific research questions.

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

- University of Calgary full time academic staff members and/or students are eligible to apply.
- Conferences or Workshops must be hosted or co-hosted by an eligible University of Calgary faculty member and/or Registered Student Association.
- Event must be research related and promote university research initiatives internally or externally.
- Conference in an area of university priority or emerging priority area will receive priority. Preference will be given to conferences that have not received support from the Office of the Vice-President (Research) within the last three years.
- Conferences and workshops should promote student participation.
- Applicants must have secured funding from other sources as well including a contribution from the Dean of their home faculty.

Value and Duration

Awards of up to \$5,000 are available for a term of 12 months (no extensions permitted).

Process

Requests for Conference/Workshop Grant will be accepted at any time. Submit the attached application form with signatures and attach a report (two (2) pages max, free form) with the following information:

- 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

Conditions

- The University of Calgary must be highlighted in any conference information;
- Eligible expenses are those allowed by the Tri Council;
- Unspent funds remaining at the end of the 12-month term of the award will be returned to the Office of the Vice President (Research);
- A one-page report outlining conference/workshop outcomes is to be submitted within three months of the end of the term of the award.
- Funds will be provided through submission of a project request form.

Applications should be sent to vprawards@ucalgary.ca

Office of the Vice-President (Research)

Grants Application Form

Please submit completed application form and attachments to 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