

## INTERNAL CONFERENCE TRAVEL GRANT GUIDELINES AND APPLICATION

### Guidelines

#### Purpose

The purpose of these conference travel funds is to help to support the research function of the Faculty. These funds are intended to support faculty members in their research by providing the opportunity to attend conferences to present their research work and to benefit from interactions with other researchers.

#### Amount

Expenses for conference trips may be reimbursed to a maximum of \$3,000 for tenured and probationary faculty members per fiscal year (i.e., May 1 - April 30) for attending one or more conferences during the same fiscal year. Each conference must be applied for separately. More than one application may be made for conference travel by the same researcher in the same competition.

#### Eligibility

Applicants must be tenured or probationary faculty members of the Faculty of Education. A faculty member may apply to each offering of the Conference Travel Grant competitions (March 1 and October 1) and may apply to attend more than one conference in a competition. Conferences applied for in the March 1 competition must begin on or after May 1 of that same year. Faculty members who are retired, limited term, part-time or seconded to the Faculty are not eligible to apply for these funds.

#### Submissions

This competition normally runs two times per year, in March and October (and may be re-opened at a subsequent date if funding is still available). Complete applications, including the applicant's signature may be submitted to the Education Research Office via the [Online Submission Portal](#) by **March 1** and **October 1** each year (and on a subsequent date if funds are available). Separate application forms must be completed for each conference. The application must be received by **4 pm** on the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline will be extended to 4 pm on the next working day following the weekend or holiday. Late applications will NOT be accepted. Successful applicants will be required to submit a ROLA application after the results of the competition are released.

#### Project Time Period

Conferences applied for in the **March 1** competition must begin **on or after May 1** of that same year. Otherwise, there are no restrictions as to when the conference must occur. However, retroactive requests for conferences occurring prior to the application date for a particular competition will receive a lower priority. No travel funds will be granted for conference trips that do not have prior approval from the Research Committee. The results of the competition will be announced as soon as possible after adjudication and the funds will be made available immediately afterward. Grants will be available for a period of up to three months from the conference date. Upon termination of an award, any unspent balance will revert to the fund.

#### Budget Justification

An adequate budget justification is required. Provide detailed explanations and/or quotations of costs including transportation, accommodation, meals, and membership/registration fee as attachments. These details are important. Mileage and Treasury Board of Canada meal rates are available at: [Expense Reimbursements](#). The traveler must obtain the lowest fare possible for ground, air and train travel. The costs of preparing a paper for presentation are not eligible expenses.

#### Additional Documentation

The applicant must provide a copy: of a) the URL of the conference prospectus/outline /call for papers; b) a brief statement indicating the rationale for choosing to attend this conference; c) the abstract of the paper being presented (if the paper and/or abstract have not yet been written, a brief outline of the subject matter will suffice); and d) confirmation

that the paper has been accepted. Applications will be accepted if official confirmation of the paper's acceptance is not available at the time of application, but any award would be encumbered until the required documentation is provided to the Research Office.

## **Adjudication**

Applications will be adjudicated by the Faculty of Education Research Committee or, if required because of conflict of interest, an ad hoc committee of full-time faculty members. As funds are limited, applicants must be presenting a peer-reviewed paper at the conference. In general, the committee members will consider the following: applicants who are participating broadly (i.e., discussant/programme chairperson/ actively participating on the executive of a learned society), do not have other sources of funding that could be applied to this conference; are tenure-track faculty; have provided a clear rationale for choosing the conference; and have not received funding in recent competitions for this grant. Distribution of awards will be dependent upon the number of eligible applicants and funds available.

## **Use of Funds**

Funds may only be used for the conference described in the application. The use of money awarded to a faculty member for travel is governed by the travel policy of Western University ([Travel and Expenses Reimbursement Policies](#) and [Travel and Expenses Reimbursement](#)). Applicants are personally responsible for any over expenditure.

## **Questions**

All questions should be directed to the Research Officer, Faculty of Education ([edu-researchoffice@uwo.ca](mailto:edu-researchoffice@uwo.ca)).

## Part 1: Applicant Information

**Applicant Name(s):**

**Email:**

**Rank:**                      Full Professor                      Associate Professor                      Assistant Professor                      Other

## Part 1: Conference Information

Attach URL of the Conference Program (or Other Conference Information such as the call for Papers), Abstract of Paper and Confirmation of Acceptance to your application.

**Conference Name:**

**Conference Location:**

**Conference Start Date:**

**Conference End Date:**

**Date Leaving Western:**

**Date Returning to Western:**

**Title of Presentation:**

**Type of Presentation:**

**Confirmation of Acceptance of Paper Attached:**    Yes                      Not Yet Accepted

**Other Role at Conference (provide details):**

Discussant/programme chairperson/actively participating on the executive of a learned society etc.

**Additional Information:**

## Part 2: Budget and Justification

Attach complete budget justification showing source of info (screen shots of airfares, links to hotel rates, etc.) and explaining the fiscal responsibility of the choices made. Remember to check the conference website for special rates and offers, meals included with registration, free airport shuttles, etc.).

[Current Mileage and Meal Reimbursement Rate](#)

[Other Travel Rates/Info: Preparing to Travel](#)

Expense Category	Description	Amount
Mode of Transportation		
Accommodation		
Meals		
Membership/Registration		
Other Expenses (please Specify)		
<b>GRAND TOTAL</b>		

Do you have other sources of funding that you could use for this conference?      Yes      No      If yes, how much?

## **Part 3: Signature**

**Signature of Applicant:**

## **Part 4: Supporting Documents**

Attach the following Supporting Documents:

1. Budget Justification
2. URL of Conference Program (or Other Conference Information such as the call for Papers)
3. Brief statement indicating the rationale for choosing to attend this conference
4. Abstract of Paper(s)
5. Confirmation of Acceptance