



SSHRC EXCHANGE – CONFERENCE GRANT

This conference grant will only pay a portion of the necessary funds required for travel.

<u>Deadlines</u>	February 1	(for travel during Mar 1–July 31)
	May 1	(for travel during Jun 1–Oct 31)
	August 1	(for travel during Sept 1–Feb 29)
	November 1	<i>(supplemental competition for invitations received after August 1 to present at conferences from Nov 1–Feb 29)</i>

Travel assistance is provided for participation in national and international scholarly conferences. If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Application deadlines are strictly enforced and the Committee will not consider late applications.

Decisions from the competitions will be announced within 8 to 10 weeks of the submission deadlines. **Individuals who need a decision sooner than 8 to 10 weeks from the submission deadline in order to decide whether or not they will attend the conference may submit an application to an earlier deadline.**

Checklist - Each application must include:

- A statement of your role in the conference
- A copy of the program (Application without an acceptance letter and/or a detailed program is permitted, if these are provided subsequently. Please note that funds will not be released until outstanding documentation has been received.)
- A travel agency or web travel quote (economy fare)
- A completed travel budget
- A one page summary of recent academic work (**maximum 1 page**). ***Do not include a complete CV.***
- Applicant's signature

Application Submission

PLEASE SUBMIT **ONE ORIGINAL PLUS SIX (6) COPIES** OF THE APPLICATION FORM AND ALL SUPPORTING DOCUMENTS (supporting documents may be submitted in French or English).

Applications should be submitted to the Secretary, SSHRC Explore & Exchange Grant Committee, Office of Research Services, Fifth Floor, Kaneff Tower.
Electronic submissions will not be accepted.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC) EXCHANGE – CONFERENCE GRANT GUIDELINES

1. SSHRC Explore & Exchange Grants Committee

SSHRC Exchange – Conference Grant applications will be assessed by an interdisciplinary committee which is appointed by *the Academic Policy, Planning and Research Committee* upon nomination by the respective Deans. The committee will consist of six members as follows:

<u>Two</u> from the: (with a term of 3 years)	Faculty of Liberal Arts & Professional Studies
<u>One</u> from each of: (with a term of 3 years)	Glendon College School of the Arts, Media, Performance & Design
A total of <u>two</u> , selected in rotation from the: (with a term of 2 years)	Faculty of Education Faculty of Environmental Studies Faculty of Health Libraries Osgoode Hall Law School Schulich School of Business

2. Eligibility of Applicants

Support is provided to:

- a) Full-time faculty and professional librarians holding probationary/tenured continuing appointments;
- b) Full time faculty and professional librarians holding contractually limited appointments for more than one year (provided the travel falls within the current appointment period); and
- c) York Postdoctoral Fellows and York Postdoctoral Visitors (provided the travel falls within the appointment period).

Consideration will also be given to applications from York full-time faculty who have retired but continue to teach at the University. In the event of insufficient funds, non-tenured faculty will be prioritized over tenured faculty and postdoctoral fellows. Visitors (except for York Postdoctoral Visitors) are not eligible.

An individual is eligible to receive one conference award per calendar year.

3. Eligibility of Costs

The *SSHRC Exchange – Conference Grant* provides support for **transportation costs only** (primary mode of transportation (i.e., air or train or bus fare, mileage, car rental)) to the conference. Please note that other conference costs such as hotel, food, conference registration fees, local travel (taxis, subway, etc.) are **not eligible** for funding.

Conference Support Criteria

1. Travel assistance is provided for participation in national and international scholarly conferences for which the applicant is giving a paper or making a poster presentation, leading a workshop, interpreting (includes sign language) a presenter, or featured at a solo or 2 person opening of an exhibition, a principal screening, premiere performance of dance, theatre or musical production in a professional setting.
2. For purposes of adjudication by the committee, a scholarly conference is defined as a conference which:
 - a) Is sponsored by a scholarly society or organization.
 - b) Deals with a subject of scholarly concern.
 - c) Provides an opportunity for critical debate of the paper or presentation of a creative endeavour.
3. Conference grants are **NOT** given for the following purposes:
 - a) To attend business meetings of societies.
 - b) Visits to research or teaching institutions abroad.
 - c) Visits or consultation with other specialists.
 - d) Participation in summer schools, institutions or seminars, or forms of extended conferences with a training or upgrading orientation.
 - e) Lecture, study tour, or book signing tour.
 - f) Participation in workshops.
 - g) Participation as respondents, discussants, moderators, chairs or organizers of conferences or sessions.
4. Provide a one page statement (**maximum 1 page, anything over 1 page will not be read**) summarizing your most recent academic work, publications, conference papers, workshops, etc., relevant to this application.
DO NOT INCLUDE A COMPLETE CV.
5. Reporting Requirements:

Award recipients are required to submit an [Achievement Report \(https://ors-sshrc.apps01.yorku.ca/machform/view.php?id=10591\)](https://ors-sshrc.apps01.yorku.ca/machform/view.php?id=10591) at the end of the project. Previous recipients of a SSHRC Exchange – Conference Grant will only be eligible to reapply if they have submitted the report on their previous grant.

**SSHRC EXCHANGE – CONFERENCE GRANT
APPLICATION FORM**

* Name	
* Academic Rank	
* Department/Unit	
* Address	
* Phone	
* E-mail Address	
* Year Appointed to Faculty	
Year PhD Completed * (for post-docs only)	
* Amount Requested \$ <i>Please take this figure from the last line in the Budget Summary</i>	
* Name of Conference	
* Official Website of the Conference	
* Name of Scholarly Organization Conference Sponsor	
* Website of Scholarly Organization	
* Conference Dates	
* Conference Location	
* Distance One-way in Kilometres to Destination from Toronto	
Category of Travel (see table below)	
Zone of Travel (see table below)	

*** PLEASE note that sections indicated above by an asterisk are required elements of the application. Incomplete applications may be disqualified.**

Statement of Your Role in the Conference

1. Are you (check one):

- a) presenting a paper/poster or leading a workshop (distinct from participating in a workshop)
- b) featured at a solo or 2 person opening of an exhibition of your work
- c) attending a principal screening of your work
- d) attending a premiere performance of dance, theatre or musical production of your work
- e) interpreting (including sign language)
- f) other (specify – no more than 40 words)

2. a) Title of paper or contribution, with brief description (no more than 100 words):

b) Significance of conference for your research (no more than 100 words):

3. Select one:

a) Copy of letter of acceptance attached.

OR

b) Copy of letter of acceptance to follow.

4. Select one:

a) Copy of program attached (please submit only the cover page that shows the title, location, and dates of the conference and the page of the program where your name and presentation are shown, **please highlight your name**).

OR

b) Copy of program to follow. (please submit only the cover page that shows the title, location, and dates of the conference and the page of the program where your name and presentation are shown, **please highlight your name**).

(Applying without an acceptance letter and/or a detailed program is permitted, provided these are submitted subsequently. Please note that funds will not be released until outstanding documentation has been received.)

Transportation Costs (primary mode of transportation (i.e., air or train or bus fare, or mileage, or car rental) to the conference):

Please note that other conference costs such as hotel, food, conference registration fees, local travel (taxis, subway, etc.) are **not eligible** for funding.

Distance one-way between major centres may be calculated at one of the following sites:

<http://www.geobytes.com/citydistancetool.htm>

<http://www.timeanddate.com/worldclock/distance.html>

<http://www.mapcrow.info/>

Category A North America (Canada below 60 degrees latitude, continental US, and Mexico), United Kingdom, western Europe:

- Zone 1: Less than 500 km
- Zone 2: Between 500-3000km
- Zone 3: Greater than 3000km

Category B Any location above 60 degrees latitude, Central America and Caribbean, South America, Scandinavia, central, eastern and southern Europe, Asia, Africa, Australia:

- Zone 1: Less than 3000km
- Zone 2: Between 3000-10,000km
- Zone 3: Greater than 10,000km

Travel From Outside of Toronto

For requests for support for travel that does not originate in Toronto indicate the distance **one-way** in kilometres of the planned trip from your location to the conference location.

Distance: _____ km

A) TOTAL TRANSPORTATION COST FOR PRIMARY MODE OF TRANSPORTATION: _____

B) LESS TOTAL CONFIRMED SUPPORT FROM OTHER SOURCES FOR TRANSPORTATION COST: _____

C) **SUPPORT REQUESTED (A minus B):** _____

Please attach a travel agency or web quote for the **least** expensive fare/rental, or if driving is the primary mode of transportation, indicate mileage costs for the trip. York's mileage rate is posted on-line: <http://secretariat-policies.info.yorku.ca/files/2014/02/Doc60AppendixAPerDiemAndOtherTravelAllowances120104.pdf>

Please note: It is important when purchasing travel tickets to read the fine print carefully, travel regulations are changing rapidly, and the committee cannot accept responsibility for payment of denied insurance claims.

Signature of Applicant

Date