

Memorial University of Newfoundland - Research Grant and Contract Services (RGCS)
SSHRC Exchange Grant – Paper Presentation at Scholarly Conferences
(Formerly SSHRC Travel Grants – Paper Presentation at Scholarly Conferences)

DEADLINES: FEBRUARY 10 & SEPTEMBER 20, 5:00 P.M.

Contact your Academic Unit to confirm their internal deadlines

If the deadline falls on a weekend or University closure day, the deadline shall be the first working day following the deadline.

Guidelines

Description of Competition:

The funding program provides assistance towards travel and subsistence costs for eligible persons who are presenting the results of their research at scholarly conferences in Canada or elsewhere, in disciplines supported by [SSHRC](#).

To allow time for adjudication, approval, and announcement of results, at least eight weeks should be allowed between deadline and conference dates. An application may be submitted to the competition prior to the notification of paper acceptance.

Eligibility Criteria:

- A faculty member can receive one travel grant per two academic years (the date of the award is taken to be the date of the conference).
- Applicants may request travel support for only one conference per application.
- Applicants can submit only one application per competition.

Eligibility of Applicant:

Eligible Applicant:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- Post-doctoral Fellows who hold an appointment with Memorial are eligible as long as the Fellow maintains their affiliation with Memorial University for the duration of the grant period.
- Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

Non-eligible Applicant:

- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

Eligibility of Expenses:

- Travel and subsistence costs (meals and accommodation) are the only eligible expenses.
 - Air travel must be claimed at the most economical rate available, not to exceed full economy fare.
 - Travel cancellation insurance and seat reservation charges.
 - Entry visa fee for applicant when required for the purposes of attending the conference.
 - Child care expenses while a nursing mother or single parent is travelling:
 - The eligible cost for a nursing mother or single parent is limited to overnight child care costs incurred while the applicant is travelling.
 - The eligible cost for a nursing mother while she is travelling with a child is limited to the customary cost of child care and airfare if applicable. If travelling with a caregiver, travel and accommodation cost can be claimed in lieu of and up to the equivalent of child care costs.
- Conference fees and membership fees are **not** eligible.

The above-noted budgetary expenses are referenced in the Travel and Subsistence Section of the current Tri-Agency Financial Administration Guide. The following Tri-Agency link will direct you to the most up-to-date version of the 2017 Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/TFAGChange-GAFTRevision_eng.asp and are subject to normal University policies and procedures for the administration of research funds.

Term of Award:

If awarded, funding is in support of the conference timelines as outlined in the application submission. Deviation from the approved conference timeline and/or location (dates and venue only) will require prior approval from the Vice-President (Research). Documentation for such requests are to be directed to Research Grant and Contract Services.

Application Process:

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rresources.mun.ca> . Once submitted, the application will pass through the principal investigator's department (if applicable) and faculty approvers. The Researcher will be able to view the status of the file anytime.

Applications should be completed using the attached PDF form fillable application package and must be submitted using the Memorial Researcher Portal to arrive at RGCS by the published deadline. **The complete application package must be submitted as 1 pdf file.** If the deadline falls during a weekend or University closure, the deadline shall be the first working day following the deadline.

Submitted application package must be completed using the English language.

Unless otherwise specified, all information must be completed on the PDF fillable application package. Only the most up-to-date application package will be accepted into the competition. Adherence to the guidelines will have an impact on the adjudication of the application.

To ensure fairness in what is becoming a very competitive environment for internal awards and to achieve the shortest turnaround time possible for announcement of awards, the complete signed application package must arrive at RGCS by the specified deadline date.

Submission Process:

Applications should be completed using the attached PDF form fillable application package and must be submitted using the [Memorial Researcher Portal](https://rresources.mun.ca), [https://rresources.mun.ca/](https://rresources.mun.ca) to arrive at RGCS by the published deadline. **The complete application package must be submitted as 1 pdf file.**

Complete application package consists of:

- 1) PDF form fillable application – completed sections 1,2,5,7
- 2) Additional pages for
 - a. Description of Proposed Presentation – section 3
 - b. Significance of Conference – section 4
- 3) Copy of paper acceptance or invitation to present, if available – section 2
- 4) Curriculum Vitae: Short curriculum vitae (maximum of six pages) – section 6
- 5) Quote for airfare costs.

Notification of Receipt of Application:

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Notification of Results of Application:

The Applicant will be notified of the results of their application by e-mail, via their MUN e-mail account as provided in the application. The anticipated notification time period will be approximately 8 weeks from the competition close date. Tentative award notifications will be provided to those successful applicants whose application did not include paper acceptance notification.

Accessing Your Award:

Under this program, a separate research grant account will not be established for the travel award.

To access awarded funding, the Awardee is to provide a copy of their award notification letter together with the appropriate travel documentation (as outlined in Memorial's Travel Policy <https://www.mun.ca/policy/site/policy.php?id=317>) to their academic unit for processing of the expenses associated with the award.

Tentative Awards:

Official award notification will only be released to the Awardee, once required documentation (confirmation of paper acceptance or invitation to present) has been received by RGCS from the Applicant.

In the event the Applicant's research paper is subsequently not accepted for inclusion in the conference as outlined in the application submission, the tentative award will be cancelled. The Applicant will be eligible to reapply to a subsequent competition.

Reporting Requirements:

After the completion of the scholarly conference, the successful applicant must submit an end of grant report to RGCS within three (3) months of the conference travel. All end of grant reports from previous awards must be complete and submitted to RGCS before future applications will be considered.

Acknowledgement of receipt of the end of grant report will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of submission, please contact Michelle Butt, internalgrants@mun.ca immediately.

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the SSHRC Exchange - Paper Presentation at Scholarly Conferences Program. If you have any questions about the collection and use of this information, contact Research Grant and Contract Services at rgcs@mun.ca.

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Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Please Note: Submitted Portal Application must be completed using the English language.

2) Complete applications packages must be submitted using the Memorial Researcher Portal and arrive by the Program Deadline in order to be considered in the program adjudication process

1] **Applicant Information:**

Eligible Applicant:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- Post-doctoral Fellows who hold an appointment with Memorial are eligible as long as the Fellow maintains their affiliation with Memorial University for the duration of the grant period.
- Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

Non-eligible Applicant:

- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

Name of Applicant: _____

Faculty/School/Department: _____ Rank: _____

Contact: Telephone: _____ E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Emerging Scholar (per SSHRC definition): Yes No

<http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx>

2] **Eligibility Criteria:**

- A faculty member can receive one travel grant per two academic years (the date of the award is taken to be the date of the conference).
- Applicants may request travel support for only one conference per application.
- Applicants can submit only one application per competition.

A) Applicant has received a SSHRC Travel Grant – Paper Presentation at Scholarly Conferences/ SSHRC Exchange Grant – Paper Presentation at Scholarly Conferences award within the last two academic years? Yes No

List Applicant’s previous travel awards received in the last 5 years from the SSHRC Travel Grants – Paper Presentation at Scholarly Conferences/ SSHRC Exchange Grant – Paper Presentation at Scholarly Conferences programs:

B) Conference Information:

Title, Location, and Date of Conference

Title of Paper

A copy of paper acceptance or invitation to present attached to follow

Note: If awarded, travel funding cannot be released until such time as documentation confirming paper acceptance or invitation to present has been provided by the Applicant to RGCS.

3] **Description of the Proposed Presentation:**

The project proposal should be written in non-technical terms and clearly understood by scholars with varied areas of expertise (i.e., minimal academic terminology and reference to methodology). In writing the detailed description of the proposal, avoid jargon, acronyms and highly technical terms. Not all committee members will have an intimate knowledge of the subject matter of all proposals.

Using a maximum of two pages (single space, minimum of 11 point font size):

- state the goals and objectives of the research,
- briefly outline the research methods, data collection and analysis procedures
- address the theoretical and/or practical significance of the research in relation to established knowledge in the field.

4] **Significance of Conference:**

Using one additional page (single space, minimum of 11 point font size), please provide a statement of the significance of the conference and, if possible, on the proportion of submitted papers which have been accepted. Identify whether your paper is refereed as preference will be given to a refereed paper. If you have an abstract of your paper, a panel or session abstract, or a list of other panel participants, it may be attached.

5] **Summary of Expenses:**

Eligibility of Expenses:

- Travel and subsistence costs (meals and accommodation) are the only eligible expenses.
 - Air travel must be claimed at the most economical rate available, not to exceed full economy fare.
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Travel Costs (must be listed in CDN currency):

- Airfare (quote required) or ground transportation \$ _____
- Transportation to/from Airport(s), if applicable \$ _____
- Seat Reservation Charges, if applicable \$ _____
- Cancellation insurance, if applicable \$ _____
- Other (Specify) \$ _____

Subtotal: \$ _____

Subsistence Costs:

- Accommodation _____ days at _____ per day
- Meals per diems _____ days at _____ per day
- Incidentals _____ days at _____ per day

Subtotal: \$ _____

TOTAL: \$ _____

If you are requesting in **excess of five days** accommodation/subsistence, or if there are any other extenuating circumstances related to your request, please provide an explanation:

6] **Curriculum Vitae:**

Attach an up-to-date short curriculum vitae (maximum of six pages) for the Applicant. The CV should include work experience, academic background, funded research, research contributions (please indicate peer-reviewed publications), and any other pertinent information.

7] **Application Submission Checklist:**

Complete application package consists of:

- 1) PDF form fillable application – completed sections 1,2,5,7
- 1) Additional pages for
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