

PROGRAM GUIDELINES

SSHRC Exchange Grant

- International Representation -

RIS DEADLINES: FEBRUARY 10 & SEPTEMBER 15, 5:00 P.M.

To ensure fairness in what is becoming a very competitive environment for research grants, completed full applications packages must be received by Research Initiatives & Services (RIS) by 5:00 p.m. If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline. **Note: Please consult with your academic unit as they may set their own unit deadlines prior to the competition deadline noted above.**

The funding program provides assistance towards travel and subsistence costs, to a maximum of \$2,500, for eligible persons to attend business meetings of international scholarly organizations in which they hold office, 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 business meeting.

AWARD CONDITIONS

- ✓ A maximum of three awards will be available to an individual in a six-year period.
- ✓ The meeting must be held outside of Canada.
- ✓ The organization must:
 - include among its main objectives and activities the pursuit of research and the communication of research results in the social sciences and humanities
 - include representatives from at least three countries on its executive committee
 - have a substantial membership from at least three countries
- ✓ The Applicant must hold a senior position (e.g., President or Secretary-Treasurer) or a key ad hoc position (e.g., member of the executive of one of the organization's standing committees or of the organizing committee for the organization's congress), or hold an executive position of an affiliated Canadian society or a representative otherwise designated by such an organization.

If awarded, funding is in support of the business meeting timelines as outlined in the application submission. Deviation from the approved business meeting timelines and/or location (dates and venue) will require prior approval from the Vice-President (Research). Documentation for such requests should be directed to Research Initiatives & Services.

AM I ELIGIBLE TO APPLY?

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

- ✓ **The following travel and subsistence costs (meals and accommodation) up to a maximum of \$2,500.**
 - Air travel must be claimed at most economical rate available, not to exceed full economy fare.
 - Travel cancellation insurance and seat reservation charges are eligible.
 - Entry visa fee for Applicant when required for the purposes of attending the business meeting are eligible.
- ✓ **The following child care expenses (while a nursing mother or single parent) is travelling are eligible:**
 - 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 Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp and are subject to normal University policies and procedures for the administration of research funds.

HOW DO I APPLY?

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpresources.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 RIS 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 RIS 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://rpresources.mun.ca/> to arrive at RIS by the published deadline.

Complete application package consists of:

- PDF form fillable application – completed sections 1, 2, 3, 4, 6
- Additional pages
 - Additional Required Information – section 3C
 - Copy of documentation confirming holding executive position, if available – section 3B
 - Curriculum Vitae: Short curriculum vitae (maximum of six pages) – section 5
 - Quote for airfare costs

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.

WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

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 confirmation of the holding of a senior position, a key ad hoc position, or an executive position of an affiliated Canadian society or a representative otherwise designate by such a society.

Accessing Your Award:

Under this program, a 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 the holding of a senior position, a key ad hoc position, or an executive position of an affiliated Canadian society or a representative otherwise designate by such a society) has been received by RIS from the Applicant.

Reporting Requirements:

The successful applicant must submit an end of grant report to RIS within three (3) months of the conference/meeting travel. All end of grant reports from previous awards must be complete and submitted to RIS 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.

- End of Guidelines -

APPLICATION FORM
SSHRC Exchange Grant
- International Representation -
RIS DEADLINES: FEBRUARY 10 & SEPTEMBER 15, 5:00 P.M.

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Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpesources.mun.ca>. Applications should be completed using the attached PDF form fillable application package and must be submitted using the Memorial Researcher Portal to arrive at RIS by the published deadline.

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:

- 1) 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.

AM I ELIGIBLE TO APPLY?

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.

1. APPLICANT INFORMATION

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. DO YOU MEET THE ELIGIBILITY CRITERIA?

A maximum of three awards will be available to an individual in a six-year period

The meeting must be held outside of Canada

A) List Applicant's previous travel awards received in the last 6 years from the SSHRC Travel Grants – International Representation Program or SSHRC Exchange Grant – International Representation Program.

B) Provide the Full Name of International Scholarly Association, Meeting Time and Location:

3. SCHOLARLY ORGANIZATION AND BUSINESS MEETING INFORMATION

SCHOLARLY ORGANIZATION ELIGIBILITY (Sections A-C)

- ✓ The scholarly organization must:
 - include among its main objectives and activities the pursuit of research and the communication of research results in the social sciences and humanities;
 - include representatives from at least three countries on its executive committee;
 - have a substantial membership from at least three countries.
- ✓ Applicant must hold a senior position (e.g., President or Secretary-Treasurer) or a key ad hoc position (e.g., member of the executive of one of the organization’s standing committees or of the organizing committee for the organization’s congress), or hold an executive position of an affiliated Canadian society or a representative otherwise designated by such a society.

A) Full Name of International Scholarly Association:

Total number of current Executive of the International Scholarly Association: _____

Total membership of the International Association: _____

Are at least 3 countries represented on the Executive Committee? Yes No

Does the Scholarly Association have substantial representatives from at least 3 countries? Yes No

B) Applicants Role in International Scholarly Association:

Which of the following categories best describes your position/role? **(Select only one)**

- Senior office in the international association; specify: _____
- Key ad hoc position in the international association; specify: _____
- Designated representative of an affiliated Canadian society; specify: _____
 - Office/Role: _____
 - Full name of society: _____
- Do you have any other active role(s) in the international association?
 - Yes; specify: _____

A copy of documentation confirming the holding of a senior position, a key ad hoc position, or an executive position of an affiliated Canadian society or a representative otherwise designate by such a society: Attached To follow

Note: If awarded, travel funding cannot be released until such time as documentation confirming the holding of a senior position, a key ad hoc position, or an executive position of an affiliated Canadian society or a representative otherwise designate by such a society has been provided by the Applicant to RIS.

C) **Additional Required Information:**

Using a maximum of **3 additional pages** (single space, minimum of 11 point font size):

- State the history and objectives of international scholarly association (as indicated in the constitution).
- Outline the importance of the work of the association in advancing Canadian Scholarship.
- Record of international association in promoting research and disseminating research results.
- Outline why is it necessary/important for the Applicant to attend this meeting.
- Outline the role of the committee of which you are a member – explain its importance to the functioning of the international association as a whole.

ELIGIBILITY OF EXPENSES

- ✓ **The following travel and subsistence costs (meals and accommodation) up to a maximum of \$2,500.**
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 - Travel cancellation insurance and seat reservation charges are eligible.
 - Entry visa fee for Applicant when required for the purposes of attending the business meeting are eligible.
- ✓ **The following child care expenses (while a nursing mother or single parent) is travelling are eligible:**
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 - 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 Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp and are subject to normal University policies and procedures for the administration of research funds

4. SUMMARY OF EXPENSES

Travel Costs: (must be listed in CDN currency)

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

Subsistence Costs (meals and accommodation):

➤ Accommodation	_____ days at _____	per day	
➤ Meal 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:

5. 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.

6. APPLICATION SUBMISSION CHECKLIST

Complete application package consists of:

- PDF form fillable application – completed sections 1, 2, 3, 4, 6
- Additional pages for:
 - Additional Required Information – section 3C
 - Copy of documentation confirming holding executive position, if available – section 3B
 - Curriculum Vitae: Short curriculum vitae (maximum of six pages) – section 5
 - Quote for airfare costs

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 Grant Travel - International Representation Program. If you have any questions about the collection and use of this information, contact the Internal Grants Coordinator, Research Initiatives & Services, at 709-864-8368.