

PROGRAM GUIDELINES

SSHRC Exchange Grant

- Paper Presentation at Scholarly Conferences –

RIS DEADLINES: FEBRUARY 15 & OCTOBER 10, 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 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.

AWARD CONDITIONS

- ✓ 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

- ✓ **The following travel and subsistence costs (meals and accommodation).**
 - 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 parent or single parent) is travelling are eligible:**
 - The eligible cost for a nursing parent or single parent is limited to overnight child care costs incurred while the Applicant is travelling.
 - The eligible cost for a nursing parent while they are 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

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 Initiatives & Services.

APPLICATION PROCESS

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. 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, 5, 7
- ☐ Additional pages for:
 - ☐ Description of Proposed Presentation – Section 3
 - ☐ Significance of Conference – Section 4
- ☐ Copy of paper acceptance or invitation to present, if available – Section 2
- ☐ Curriculum Vitae: Short curriculum vitae- Section 6 (**maximum of 6 pages**)
- ☐ Quote for airfare costs

WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

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 RIS 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:

SSHRC Explore/Exchange Impact report:

As part of Memorial University of Newfoundland's reporting obligations to SSHRC, we require successful applicants to submit an impact report detailing the supports provided to students, post-doctoral researchers and non-students as well as the volume of research products resulting from the funding.

A copy of the required report will be provided to successful applicants.

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 Initiatives & Services at ris@mun.ca.

APPLICATION FORM

SSHRC Exchange Grant

– Paper Presentation at Scholarly Conferences –

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Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpresources.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

*An **emerging scholar** is someone who has not yet had the opportunity to establish an extensive record of research achievement, but is in the process of building one. In addition, they must meet at least one of the following criteria:*

- 1. have completed their highest degree no more than six years before the competition deadline (the date of completion of the first doctorate); **or***
- 2. have held a tenured or tenure-track university appointment for less than six years; **or***
- 3. have held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); **or***
- 4. have had their career significantly interrupted or delayed for health or family reasons within the past six years.*

2. DO YOU MEET THE 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) Has the Applicant 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) Provide Conference Information:

Title of Paper:

Title of Conference:

Location:

Date of Conference:

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 RIS.

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.

ELIGIBILITY OF EXPENSES

- ✓ **The following travel and subsistence costs (meals and accommodation)**
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5. 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:

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:

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