

Funding for Scholarly Events and Outreach Activities

Purpose

The Office of the VPRI offers funding to support events or outreach activities that strengthen the research culture and build the profile and reputation of research at York University. Successful applicants can normally expect funding in the range of \$500-\$1,500 depending on the level of demand across the University and the scope of the activity.

Deadlines

Application deadline:	Rolling deadlines. Please submit a completed application at least 6 weeks before the event is scheduled to take place.
Decision deadline:	3 weeks after submission of a complete application.

Checklist

Each application should include:

- A completed application form (see pages 3 and 4)
- A complete project proposal that addresses Criteria 1-8 (see page 2)

Please note: Requests for funding support for upcoming or proposed events may be submitted electronically to Rose Celebre (rceleb@yorku.ca).

Eligibility

All full-time faculty members of York University are eligible to apply for this funding. Faculty with CLA or other appointments are welcome to apply in collaboration with a full-time faculty member. Graduate student activities will be considered so long as there is a full-time faculty member applicant, and the event or activity involves both faculty and graduate students.

Successful Applicants

All expenditures of funding awarded must adhere to all University policies and procedures. All funds that are unused 12 months following the award decision must be returned to the Office of the VPRI.

Funding from the Office of the VPRI should be acknowledged in event materials. Successful applicants are expected to work with:

- Chandra Persaud, Budget Officer in the Office of the VPRI, who will enable the transfer of the funds committed once the successful applicant has provided their cost centre (cpersaud@yorku.ca; ext. 58284);
- Emma Yuen, Operations Coordinator, to arrange appropriate advertisement of the activity in University communications vehicles (eg Yfile, twitter, the University Events Calendar, LCD Screens) (emmay@yorku.ca; ext. 44615)

Questions

Questions about this policy should be forwarded to Rose Celebre, Office of the VPRI (rceleb@yorku.ca, ext. 33777).

Evaluation Criteria: Applications must successfully address each of the following.

- 1. Support from the relevant academic program unit(s) within the University** – The Office of the VPRI normally will not fund events or outreach activities unless a Faculty, Department, School, Organized Research Unit, or other academic unit of the University representing the applicant's field of research commits to support the event financially. Budgets should indicate funding requested from the relevant academic program units and whether or not it is confirmed.
- 2. Efforts to seek additional funding or in-kind support from sources outside the University** – Examples of such support include, but are not limited to: tri-council funding, cash sponsorship, registration fees, agreement of external participants or their institutions to cover a portion of travel costs, and contributions of staff time or space. Please indicate efforts in the attached application form. Where it is not appropriate to seek external sponsorship, the application should explain why this is so.
- 3. Cross-unit participation by members of the York community** – Please use the application form to list the academic units from which participants will be drawn. Where this format is not appropriate for an activity, the application should explain why this is so.
- 4. Trainees** – Priority will be given to activities that involve trainees including graduate or undergraduate students or post-doctoral fellows.
- 5. Dissemination of results and knowledge mobilization/transfer** – Please indicate plans for the dissemination of results and knowledge mobilization/transfer activities within the academy and beyond, as appropriate to the activity.
- 6. Leveraging of activity to obtain external funding** – Priority will be given to activities that aim to lay the groundwork for new funding applications. Note that it is often helpful to schedule time during the event for participants to meet with appropriate research administrative support staff to discuss funding opportunities, deadlines, etc. If this is not appropriate for the activity, please indicate why.
- 7. Enhancement of the University's external research networks and profile** – Please indicate how the proposed activity will enhance the University's external research networks and profile.
- 8. Previous support from VPRI** – Please indicate whether or not the applicant has received event support from VPRI during the current or previous academic year. If so, the application should briefly indicate the amount of funding received and the outcomes achieved through the previous event(s).

All applications will be reviewed and adjudicated by one, or both, of the Associate Vice-Presidents Research, York University.



Funding for Scholarly Events and Outreach Activities Application Form

Deadlines

Application deadline: Rolling deadlines. Please submit a completed application at least 6 weeks before the event is scheduled to take place.

Decision deadline: 3 weeks after submission of application.

Name of Principal Investigator / Designated Project Leader:
Department, Faculty:
ORU (if applicable):
Telephone:
E-mail:
Title of Project:
Date of Event:
Please list York University faculty involved in the activity, including their department/Faculty/ORU:

Budget:

1. Please provide a list of expected expenditures and estimated amounts.
2. Please provide a list of expected sources of revenue, both internal and external, and indicate which are confirmed. Please also indicate additional anticipated applications for internal and/or external funding.
3. Please indicate the amount requested from VPRI.

Additional Documentation: (Please provide the following information by attachment.)

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| 1. | Provide a description of the proposed event or outreach activity – max. 1 page. |
| 2. | Provide a rationale explaining how the activity will meet the criteria 1 through 8 for funding (see above) – max. 1 page. |

Signature of Principal Investigator / Designated Project Leader

Date:

Requests for funding should be submitted electronically to Rose Celebre rceleb@yorku.ca