SSHRC CONFERENCE OPPORTUNITY GRANT

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

Deadlines   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 (*supplemental competition for invitations received after August 1 to present at conferences from Nov 1-Feb 29*)

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.

Individuals who need a decision far in advance may submit an application to an earlier deadline. Decisions from the competitions will be announced within 8 to 10 weeks of the submission deadlines.

Checklist

Each application must include:

- A statement of your role in the Conference
- An invitation, acceptance of paper(s), and 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 quote
- 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

Paper Submission:
(Electronic copies will not be accepted)

Submit an **ORIGINAL plus 6 hard copies** of the application and all supporting documents in double-sided format. Please do not submit copies of the Guidelines with your application.

Please address all correspondence to:
Secretary,SSHRC Opportunity Grant Committee
Office of Research Services, Fifth Floor, Kaneff Tower

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

1. SSHRC Opportunity Grant Committee

Conference Opportunity 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)	Schulich School of Business Faculty of Education Faculty of Environmental Studies Faculty of Health Osgoode Hall Law School Libraries

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 (providing the travel falls within the current appointment period); and
c) Postdoctoral fellows*. Consistent with SSHRC terminology, *Postdoctoral Fellowships* are defined as not being more than 4 years out from completion of PhD*.

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 are not eligible.

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

3. Eligibility of Costs

The *SSHRC Conference Opportunity 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.

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 <u>will not be read</u>)** summarizing your most recent academic work, publications, conference papers, workshops, etc., relevant to this application.
   DO NOT INCLUDE A COMPLETE CV.

5. Submit your application form with supporting documents (original plus 6 double-sided copies) to: *Secretary, SSHRC Opportunity Grant Committee*
   Office of Research Services
   Fifth Floor, Kaneff Tower

SSHRC CONFERENCE OPPORTUNITY 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 $ *Please take this figure from the last line in the Budget Summary*	
* Name of Conference	
* 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

The following information must be included:

1. With which one of the following research themes from York's Strategic Research Plan (SRP) 2013-2018 "Building on Strength" (http://srp.info.yorku.ca/) is your paper/presentation most closely aligned?

   ◯ a) Advancing Fundamental Discovery and Critical Knowledge

   ◯ b) Analyzing Cultures and Mobilizing Creativity

   ◯ c) Building Healthy Lives and Communities

   ◯ d) Exploring the Frontiers of Science and Technology

   ◯ e) Forging a Just and Sustainable World

   ◯ f) Integrating Entrepreneurial Innovation and the Public Good

2. 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)

(Last Updated: June 2016)   Office of Research Services

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

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

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4. Select one:

   ○ a) Copy of invitation or letter of acceptance attached.

   OR

   ○ b) Copy of invitation or letter of acceptance to follow.

5. Select one:

   ○ c) 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

   ○ d) 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, 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.

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

York's mileage rate is posted on-line:
http://secretariat-policies.info.yorku.ca/files/2014/02/
Doc60AppendixAPerDiemAndOtherTravelAllowance s120104.pdf

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.

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