

Funding for Scholarly Events and Outreach Activities - Guidelines

Purpose

The Office of the VPRI offers funding to support scholarly events 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. Pending annual approval of budgets, VPRI will invest \$60,000 annually to fund scholarly events spread equally over four competitions/year. Note this represents a 70% increase in funds available. In addition, VPRI will support indigenous scholarly events and outreach activity.

NEW: VPRI is also accepting applications for outreach and engagement activities that connect academic researchers and students with non-academic audiences (industry, governments, community and non-profit organizations, schools, the public). These funds will be capped at \$1,000 with 20 awards available in each year evenly spread over four competitions/year.

Deadlines

Application deadlines:	January 1 April 1 July 1 September 1
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*If the deadline falls on a holiday or a weekend the deadline will move to the day after the holiday or weekend.

Please submit a completed application no later than 6 weeks before the event is scheduled.

Decision deadline:	Within 2 weeks after the application deadline.
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Submitting your application: Send completed [application form](#) to Alyson Nemeth (anemeth4@yorku.ca, ext. 33777) Office of the VPRI.

Eligibility

All full-time faculty members of York University are eligible to apply for this funding. Faculty with CLA (Contractually Limited Appointments) 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](#), Financial Officer in the Office of the VPRI (cpersaud@yorku.ca; ext. 58284), who will enable the transfer of the funds committed. Research

Accounting will set up a new 500 cost centre for the approved funds. Funds will be accessible upon execution of the associate Accountability Document.

- Emma Yuen Operations Coordinator, (emmay@yorku.ca) to arrange appropriate advertisement as needed of the activity in University communications vehicles (ex. YFile, twitter, the University Events Calendar, LCD Screens, etc.).

Questions

Questions about this policy should be forwarded to [Alyson Nemeth](#), Office of the VPRI.

Evaluation Criteria: Please ensure you identify your application as:

1. Scholarly event (primary audience is academic researchers)
2. Knowledge mobilization (primary audience is non-academic stakeholders)

Applications must successfully address each of the following by completing an application form [here](#).

- 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. Anticipated cross-unit attendance by members of the York community** – Cross-unit attendance by members of York community is required to obtain funding. 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. Anticipated attendance by 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.