



Supplementary Funding for International Conference Participation for Faculty Members

Updated: October 2024

This fund was established by the Vice-President, Academic & Research (AVP), in July 2004 to provide supplementary support for the cost of international conference participation. The setting of eligibility and selection criteria, vetting of applications, and the allocation of funds are under the auspices of the FGSR Research Committee, with approval of the AVP.

This fund is separate from the “Travel Expense Fund for Scholarly Purposes” as detailed in Article 18.1 of the Collective Agreement between Saint Mary’s University and the Saint Mary’s University Faculty Union.

The goal of this fund is to provide a level of support in the range of **\$500 to \$2000** per successful applicant. These funds are meant to supplement funding from other sources (e.g. funds provided under Article 18.1 of the Collective Agreement; research grant funds; funds provided by the organizers of the conference) to aid in the cost of travel for the purpose of representing Saint Mary’s at international conferences.

Two competitions are held annually with deadlines on March 15 and October 15.

Applications may be submitted in anticipation of pending official notification of participation in the conference. The FGSR Research Awards Committee will review the applications and, if approved, recommended funding will be held pending official proof of participation.

Eligibility Criteria

- A full-time faculty member at the time of application and travel.
- Not have received an award from this fund in the **previous 24 months**.
- Participating in the international conference as a speaker/panelist, poster presenter, acting as an invited Chair of a session, or being a member of the executive or organizing committee of the conference.
- Receive the approval of the relevant Dean of Arts, Science or the Sobey School of Business.
- Complete the application in full.

In addition:

- If the presentation has more than one author from Saint Mary’s, only the person presenting the paper at the conference is eligible for support.



- Retroactive applications will be considered if the conference participation happens between the intervening times.
- Eligible expenses include airfare by the most direct route and at the cheapest available rate and living allowances (*per diem*), accommodations, and ground transportation in accordance with Saint Mary's University's travel policy. (For current mileage and per diem rates, please refer to the [Reimbursement Form](#) available in the [Financial Services SharePoint](#).)

Selection Criteria

To enable a minimum level of funding of \$500 per successful applicant in situations where the number of eligible applicants is large (relative to available funds), the FGSR Research Awards Committee will select applicants for funding based upon the following criteria:

- Proposed budget (appropriateness, feasibility, reasonable).
- Impact of the conference participation on the applicant's scholarly activity/research program and on the profile of Saint Mary's University as assessed by:
 - The explanation/justification provided by the applicant.
 - The potential impact on Saint Mary's profile by presenting at an international conference.
 - The opportunities for publication of the conference presentation to a broad audience.
 - The recent (last 3 years) research/scholarly publication record of the applicant.



Application for the International Conference Participation Travel Fund

Updated: October 2024 by the FGSR Research Awards Committee

Section I – Applicant Details

Name: _____

Position: _____ Faculty: _____

E-mail: _____ Phone: _____

Section II – Conference Information

Title of Conference: _____

Sponsoring Organization: _____

Location: _____

Conference dates: From _____ (dd/mm/yy) To _____ (dd/mm/yy)

Travel dates: From _____ (dd/mm/yy) To _____ (dd/mm/yy)

Purpose of Participation: Speaker/Presenter (paper or poster)
 Invited Chair
 Member of Executive or Organizing Committee

Proof of Participation: Letter from organizers
(Please attach) Conference program
 Other _____

If the purpose of participation in the conference is to present a paper, please check one of the following: invited *or* accepted abstract

Title of Paper: _____

Section III – Potential Impact of Conference Participation

On attached page(s) please provide:

- An explanation of the potential impact of the conference participation on your scholarly activity/research program (up to 1 page).
- An explanation of the potential impact of presenting at the conference on Saint Mary's profile (up to 1/2 page).
- A brief explanation of the opportunities for publication of the conference presentation (if applicable) to a broader audience.
- A list of your research/scholarly publications in the last 3 years.



Section IV – Budget

Conference Registration Fees \$ _____
Transportation (ground, air) \$ _____
Lodging (_____ nights @ \$ _____/day) \$ _____
Per diem (_____ days @ \$ _____/day) \$ _____

TOTAL EXPENSES \$ _____

Other funding to defray the cost (Please check (√) by amount if funding is secured):

Vertical box with checkmark and empty cells

Source: _____ Amount \$ _____
Source: _____ Amount \$ _____
Source: _____ Amount \$ _____
Source: _____ Amount \$ _____

Total funding from other sources: \$ _____

Amount of request: \$ _____

Section IV – Certification of Applicant Information

Applicant's Signature: _____ Date: _____

Section V – Dean's Approval

I support the applicant's request for funding to participate in and represent Saint Mary's University at this international conference.

Signature _____ Date _____

Comments:

Three horizontal lines for comments