

SFU/SSHRC Institutional Grants Program

SSHRC NORTH AMERICAN / INTERNATIONAL TRAVEL GRANT GUIDELINES

SSHRC Travel Grants are provided for faculty in areas supported by SSHRC to attend conferences to present a paper (including the presentation of a poster in a poster session), to serve as a keynote speaker or in the case of faculty in the School for the Contemporary Arts, to present one's own creative work¹ to a peer group.

ELIGIBILITY

- Members of the University faculty appointed by the Board of Governors to positions that are tenured or lead to consideration for tenure in an academic Department, School, or Faculty.
- Special cases (e.g., Instructors, Laboratory Instructors, Lecturers, Professors Emeriti, Limited-term faculty, members of staff) may be individually designated eligible by the SFU/SSHRC Institutional Grants Committee based on their research record and ongoing relation to SFU.

Those applicants who wish to have their eligibility considered must send a request by email to the Chair of the Committee at least one month prior to the submission of the grant application. Special case applications (also called Priority 2 applications) will be considered for funding towards the end of each fiscal year. Please note that funds for these applications are limited.

- Visiting faculty, Post-Doctoral Fellows, Sessional Instructors, graduate students, and Research Associates are not eligible to receive grants.

CONDITIONS ON TRAVEL GRANTS

Travel grants are limited to \$600 for North American² travel and to \$1,500 for other travel. They are awarded for transportation costs only (i.e. airfare and departure levy; and where required, train and/or bus). Local travel costs (e.g. taxis, city buses), hotels, meals, and registration fees are not covered by the Travel Grant. **Faculty members are considered eligible to apply for one conference every second fiscal year.** Applications from "special case" applicants (see eligibility) will be considered towards the end of the fiscal year. In the case of joint authorship, only one presenter will be funded.

APPLICATION PROCEDURES

Travel grants funds are divided into two pools for each fiscal year: **Pool 1** for conferences taking place between April 1 and August 31; **Pool 2** for conferences taking place between September 1 and March 31. Applicants must use the current version of the application form, available on the ORS website. Completed applications, including Chair's evaluations, must reach Room 230, Multi-Tenant Facility, **at least two weeks in advance of the conference.** Applicants should allow sufficient time for their Department Chair to evaluate their application. **Late applications will not be accepted.**

Applications are adjudicated by the SFU/SSHRC Institutional Grants Committee Chair, with the Research Grants Officer in the Office of Research Services serving as Secretary.

Applications must be complete and contain the following documentation:

- i) SFU Research Funding Application Signature Sheet;
- ii) Application form;
- iii) Chair's evaluation;
- iv) Confirmation from the Conference Organizer that your paper has been accepted;
- v) Abstract of your paper. Applicants are advised to apply as early as possible after confirmation of acceptance at the conference.

¹NOTE: "Creative Work" refers to the opening of a gallery art exhibit, or the performance of a musical or dance composition.

²NOTE: North American Travel includes travel to Mexico. [International travel includes travel to Cuba.]

NOTIFICATION OF RESULTS

Notification letters will be sent out to the applicant and Chair shortly after the Committee Chair has considered the application. However, applicants may phone or email the Committee Secretary to learn whether or not their application has been successful.

In the event that a pool's funding is fully allocated by the time an application is received, the application will automatically be considered as a priority 2 application in the subsequent pool.

In the event that the traveler is **unable to attend the conference** for which a SSHRC Travel grant was received, email must be sent promptly to the Committee Secretary. Upon communicating the inability to attend, the grantee will be eligible to reapply at a later date for another conference. Grantees who do not inform the Committee's Secretary of their inability to attend the conference will be ineligible to reapply to the fund until the second fiscal year following.

AWARD ADMINISTRATION

The academic department of the grantee is responsible for the administration of the funds according to normal university travel policies and procedures. Travel Grants are awarded only for the purpose of the travel specified in the application.

i) Traveler Information:

According to the terms of the University's Travel and Business Expense Policy, AD 3-2, travelers are encouraged to book air tickets as far in advance as possible, to take advantage of lower airfares. Because air travel funded through the University is insured by the University, it is not necessary to purchase additional trip cancellation insurance for any ticket funded through this program.

Reimbursement to the traveler for receipted expenditures will occur through normal departmental channels using the University's Travel and Business Expense Claim form. **Travelers are required to provide their departments with their travel receipts as soon as possible because the department must submit the claim for reimbursement within two months following the conference date. Without extenuating circumstances, failure to do so will result in the forfeiture of the grant.**

ii) Department Information:

After reimbursement to the traveler occurs through the department, the Office of Research Services will transfer funds up to the amount of the award to the traveler's department upon receipt by the Committee Secretary of a journal voucher. The journal voucher should include the departmental account to be credited and the name of the faculty member who received the travel grant. In addition, please attach such supporting documentation as a copy of the SSHRC Travel Grant award letter, travel and expense claim form, copies of the airline ticket, departure levy, etc., or, a copy of the departmental transaction detailed report which indicates that the travel commitment has been expended.

NOTE: Reimbursement by the department must be claimed within two months following the conference date. Without extenuating circumstances, failure to do so will result in forfeiture of the grant.