

SIMON FRASER UNIVERSITY
VP Research (VPR) Travel Grants in the SS & HUM
CHECKLIST

Applicant's Name

Department / School / Faculty

Please complete this checklist to ensure your TRAVEL GRANT APPLICATION PACKAGE is complete. Forward it along with one hard copy or electronic copy of your completed application form.

April 30, 2022: COVID-19 Travel related advisory: As per SFU's [Interim University-Related International Travel Policy](#), eligible applicants must follow specific steps before submitting the final application to ORS. Please refer to [Risk and Safety webpage](#) for more details.

Excerpt from [SFU Safety & Risk Services](#)

All faculty members are required to complete the following mandatory safety requirements prior to travel:

- Determine the [Government of Canada travel advisory level](#) for the destination country.
 - For countries with a level 3 or 4 travel advisory:
 - Review the SFU Travel Safety Program resources to understand the risks associated with your travel.
 - Speak to your supervisor about your understanding of the risks associated with the travel.
 - Complete an electronic acknowledgement of risk form.
 - Learn more about acknowledgement of risk forms [here](#).
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_____ Attach the signed [SFU Research Funding Application Signature sheet](#)

Application Form, to include:

_____ The applicant's signature

_____ Program identifying you as a presenter **OR** official announcement of conference

_____ The confirmation from the Conference Organizer that your paper has been accepted

_____ A copy of your abstract

_____ The Chair's Evaluation

"Special Case" applicants only: Attach a copy of the email from the Committee's Chair advising you of your eligibility to apply.

NOTE: Hard copy or electronic Travel Grant Application packages are accepted from eligible* applicants provided the "POOL" is open.

Electronic Application packages should be emailed to ors@sfu.ca.

(*NOTE: See eligibility information in the Guidelines on our web site at <https://www.sfu.ca/research/researcher-resources/funding-award-opportunities/sfu-internal>)

Please indicate:

NORTH AMERICAN¹INTERNATIONAL²Priority 1 Application³Priority 2 Application⁴Pool 1 (conference begins
April 1 to August 31)Pool 2 (conference begins
September 1 to March 31)

Name of conference: _____

Location: _____

Dates: _____

Number of days of participation at conference: _____

Sponsoring Organization: _____

If the conference is one of a series, indicate frequency and location of last conference:

Title of paper: _____

Main research area to which this paper is related: _____

If a paper is not being presented, what will be your contribution?

Keynote Speaker

Other:

Amount Requested: (towards airfare only. Please refer to the application guidelines).

NORTH AMERICAN GRANT: \$ _____ Economy Airfare to a maximum of \$900.00 CAD

INTERNATIONAL GRANT: \$ _____ Economy Airfare to a maximum of \$2,000.00 CAD

¹ North American travel includes travel to Mexico

² International travel includes travel to Cuba

³ Priority 1 application: For faculty members who have not been awarded an SFU/SSHRC Travel Grant (either International or North American) in the past fiscal year.

⁴ Priority 2 application: For "Special Case" applicants only. [NOTE: Special case applications will be considered for funding towards the end of each fiscal year. Please note that funds for these applications are limited.]

Attach the following supporting documentation and submit it to your Chair/Director for evaluation.

- 1. Program identifying you as presenter or official announcement of conference**
- 2. Copy of the confirmation of acceptance from the Conference organizer**
- 3. Abstract of your paper** (as sent to the conference committee).

The information on this form is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the SFU/SSHRC Institutional Grants Program. This information is directly related to and needed for the SSHRC North American/International Travel program and will be used to review and make a decision about applications, administer grants and generate grants reports from an electronic database. If you have any questions about the collection and use of this information, contact the [Director, Research Services](#) at 604-763-4274.

I declare that the information contained on this application is accurate and complete to the best of my knowledge and that the funds are required to support my own research or travel. I agree to abide by the conditions specified in the terms of reference of the Program as interpreted by the SFU/SSHRC Institutional Grants Committee.

Signature: _____ Date: _____

Department Chair/Director Evaluation

Name of Applicant: _____

Please indicate: NORTH AMERICA INTERNATIONAL

Please give your assessment of the following (this information is important to assist the Chair in distinguishing between applications when funding requests exceed the amount available).

In the case of applicants who are not tenured or tenured-stream faculty, please evaluate the appropriateness of this applicant in relation to research activities in your department. **Please note that the tenure of the award must occur within the time frame of the applicant's appointment.**

Status of Conference

Type: SERIAL INVITATIONAL OTHER

How often held? _____

Specify: _____

Rating with discipline

Is this conference considered:

<input type="checkbox"/> Prestigious (an honour to be invited)	<input type="checkbox"/> A major conference of broad general interest
<input type="checkbox"/> A minor conference of good reputation	<input type="checkbox"/> A minor conference of limited interest

Comment: _____

Contribution of applicant

Is a paper or poster being presented? YES NO

If YES, is the paper being presented at a:

PLENARY SESSION SEMINAR SESSION WORKSHOP POSTER SESSION

Will the paper be published in conference proceedings? YES NO

Is an abstract of the paper attached to the application? YES NO

If a paper or poster is not being presented, what is the contribution of the applicant?

KEYNOTE SPEAKER OTHER

Specify: _____

As a contribution to the state of knowledge within the discipline, how do you rate the potential of this applicant's contribution in this format?

HIGH AVERAGE LOW

Overall Rating

Would the department or the applicant be able to cover these costs wholly or partially from other sources (existing research grant, departmental travel funds, etc.)?

In consideration of the importance of this conference/event and the potential contribution of the applicant, how would you rate this application?

HIGH AVERAGE LOW

Signature: _____ **Department:** _____

Date: _____