

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 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

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

NB: Electronic Travel Grant Application packages are accepted from eligible* applicants provided the "POOL" is open. Application packages should be emailed to ors@sfu.ca.

(*NB: 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 AMERICAN¹	INTERNATIONAL²
Priority 1 Application³ Pool 1 (Conference begins April 1 to August 31)	Priority 2 Application⁴ 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

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:

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.]

Documents to Attach to Application: *Please attach all documents to the application and submit as one file.*

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)