

Conference Travel Grant Competition Guidelines

ELECTRONIC SUBMISSION ONLY VIA ROMEO RESEARCH PORTAL

GENERAL INFORMATION

1. This is a competition and funding is not guaranteed.
2. Awards are contingent upon funding availability and are available up to a maximum of:
 - \$1,550 for conferences in Western Canada, Washington and Oregon (Western Canada is defined as anywhere west of the Ontario/Manitoba border);
 - \$2,200 for conferences in Eastern Canada and the United States (outside of Washington and Oregon);
 - \$2,750 for conferences in Northern Canada;
 - \$3,300 for international conferences (outside of the US).
3. The amount of the grant that is awarded to successful applicants will be determined by the number of eligible applicants and the length of time that has elapsed since the previous conference travel grant award (thus it is imperative to include this information where asked on the form).
4. There will be two (2) competitions per year:
 - Deadlines: March 15 and September 15. (If deadline falls on a weekend or holiday it will be the next business day.)
 - The amount of funding available for each grant cycle will be provided in an email announcement prior to the competition.
5. Conference travel grants are to be utilized within nine (9) months of the signed approval letter.
6. Only one (1) conference will be funded per applicant in any given **academic year** (September 1 to August 31).
7. Retroactive applications are strongly discouraged. In exceptional cases, applicants may apply for retroactive consideration; however, the applicant must apply prior to attending the conference and an explanation will be required. (Example of retroactive: The researcher has missed the March competition and needs to attend a conference in August. Before attending the August conference they must submit their application for the September competition.)
8. Funds will be allocated to one paper or poster only for each applicant. If a paper or poster is multi-authored, with more than one author from UNBC, the funds available will be equal to that of a single-authored paper.

9. Applicants **MUST** electronically submit the conference travel grant application through the Romeo Research Portal at <https://www.unbc.ca/research/romeo>. Please fully complete the on-line application form and provide supporting documentation. A “How-to” manual for the travel grant form in Romeo is available at the link above.
10. Successful applicants will be listed on the Office of Research website along with the statistics on the number of applications received.

ELIGIBILITY

1. Applicants will normally be an author on a paper or poster being presented. If you are not presenting at a conference or workshop, please clearly define your role in participation.
2. Faculty members in tenured, tenure track or with regular term appointments as designated in article 14.20 of the Faculty Association Agreement, Librarians in continuing appointments, Senior Lab Instructors and Post-Doctoral Fellows are eligible to apply.

PRIORITY

1. The highest priority for a grant will be given to those who have never received support from this fund.
2. Lower priority will be given to those who have previously held a grant, and yet lower priority to those who received a grant in the twelve (12) months prior to the current competition. The grant in this instance may be pro-rated, according to when a grant was last administered. The Committee deals with funding requests on a percentage basis based on the academic year in which previous funding was provided:

➤ Not having received funding within the past five (5) years or never	100%
➤ Funding received four (4) years prior	80 – 95%
➤ Funding received three (3) years prior	70 – 85%
➤ Funding received two (2) years prior	60 – 75%
➤ Funding received one (1) year prior	30 - 40%
3. Lowest priority will be given to those who are not proposing to present a paper or poster, but who are to play a major role in participating in or organizing a conference or workshop. Highest priority will be given to an invited keynote speaker.
4. The importance of the conference to an applicant’s research and for UNBC’s international or national exposure will be taken into consideration by the Committee.
5. Priority will be given to those who can demonstrate that they have exhausted other resources or that there are special circumstances and travel is dependent on this funding.
6. If the fund is oversubscribed and the above priorities have not enabled us to allocate the available funds, equal opportunity will be given to applicants regardless of career stage. Remaining funds will be allocated at the discretion of the adjudication committee. (The committee is composed of 2 faculty members from each college and is chaired by the Director of Research (non-voting)).

AWARDED GRANTS

If you are awarded a conference travel grant, the following should be provided in order to receive your funds in a timely manner (no later than 30 days after the conference or workshop):

1. Your award letter will contain a line of coding that you should use in order to purchase airline tickets, request a cash advance, pay conference fees, etc., in accordance with UNBC's purchasing and travel policy.
2. Upon return from your trip, you must submit receipts, with a signed and coded travel expense claim and a copy of your award letter within 30 days to Office of Research for sign off. The Administrative Assistant will forward your signed travel expense claim to the finance department.
3. A copy of your paper or poster should be submitted with your travel claim to be attached to your Romeo file and displayed on the Office of Research website.

If you have any questions, please contact Melanie Noullett, Research Support Officer, at 250-960-5796 or email melanie.noullett@unbc.ca. A review of your application is available upon request when submitted via the Romeo Research Portal two weeks prior to the application deadline.