

## **SCHOLARLY CONFERENCE AND ARTISTIC PERFORMANCE TRAVEL GRANT GUIDELINES**

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### **PURPOSE**

The Office of Research Services administers this program on behalf of the University. Its purpose is to support eligible members of the University to make scholarly presentations or to give artistic performances in national and international venues.

### **ELIGIBILITY**

Applicants must hold one of the following types of appointments at the University:

Full Time or Part Time

- Tenured faculty member
- Tenure track faculty member

Full Time

- Limited Term faculty member with an appointment of greater than 1 year.
- Artist in residence

The following groups are **not eligible** to receive a travel grant:

- Senior Instructors
- Continuing Sessionals
- Faculty on leave without pay
- Laboratory instructors, senior academic assistants, visiting faculty, emeritus faculty, adjunct faculty, and other administrative or academic professionals.

### **LEVEL OF PARTICIPATION IN THE EVENT**

Applicants must be making a significant contribution to the event. A guide to determining whether the level of participation is at an appropriate level is to consider whether it would be favorably reviewed for merit, promotion and tenure decisions. This includes:

- **Making a formal presentation of research findings or giving an artistic performance.**
- **Playing a major administrative role.** This would include attending events where the participation of the applicant is necessary or required due to her or his role on the Executive Board of the organization.

### **APPLICATION DEADLINES**

Applications must be submitted to the Office of Research Services at least two weeks prior to the travel taking place.

### **ATTACHMENTS AND SUPPORTING DOCUMENTS**

All applications must be accompanied by:

- **an abstract or brief description** of the presentation or creative activity
- a **letter or other documentation showing** acceptance of the scholarly presentation/creative activity **or** major administrative role at the event and role on the Executive Board of the organization.

### **LEVELS OF MAXIMUM REQUEST**

Each eligible faculty member may hold one Faculty Travel Grant to only one geographical location in a single fiscal year (1 April – 31 March). **Please note:** The date of the conference determines which fiscal year the grant is awarded, not the date when the researcher applies. The grants are not cumulative over multiple years. The maximum amounts that may be claimed are based on three factors: location of the event, stage of career, and SSHRC-eligibility.

Funding amounts are:

- Base amount for an event in Canada (\$900)
- Base amount for an event in U.S. or International destination (\$1050)
- Supplemental amount for a **pre-tenured** regular faculty member (\$100)
- Supplemental amount for applicants eligible to apply for a SSHRC grant and going to a U.S. or International destination (\$200) *Note: This supplement is the equivalent of funds previously allocated for SSHRC travel grants.*

Pending budget allocations, these base and supplemental amounts may be adjusted in future competitions.

## APPLICATION SIGNATURES

The applicant and the Chair or Director must sign each application. The signature of Chair or Director signifies their recommendation for Travel Grant support as that the activity meets the scholarly standards and expectations that pertain within that discipline. When the applicant is a Chair of Director, the signature of the Dean is required.

## ELIGIBLE EXPENSES

*(Please refer to University of Victoria Travel Policy #5800.)*

Due to the limited nature of this fund, only **direct** costs related to travel and attendance at the event are eligible. Ineligible costs include (but are not limited to) personal amusements and other indirect costs of travel. Eligible expenses include conference fees, travel, accommodation and meals. All expenses must be supported by original receipts.

- **Car Rentals:**

Car rentals will be allowed where it is necessary to save time or reduce costs if justified as a business need and not as a matter of personal convenience.

Canadian universities have negotiated preferential rates for Canada and the U.S. with Budget, National-Tilden and Thrifty. Travelers should contact Purchasing Services (8326) to obtain the current discount identification number. It is recommended that the traveler use a corporate American Express card for car rentals and decline the Collision Damage Waiver offered. (Refer to Travel Policy #5800 for details).

- **University Preferred Travel Agents:**

Travelers are encouraged (but not required) to make travel arrangements through the University's preferred travel agency: Direct Travel - Tel: 800-661-2454 or please go to the UVic Travel Program link on the Purchasing Services website.

- **Reimbursement of air travel and registration fees prior to travel:**

Upon approval of conference travel, by this office, the air tickets and registration fees may be claimed in advance of the trip. Please submit a Cheque Requisition, to the Office of Research Services together with a photocopy of the prepaid air ticket and or registration fee receipt. (If the ticket is not available, provide a receipt showing the amount paid i.e., copy of the airline itinerary. Visa slips are not acceptable). Please note that boarding passes for air travel need to be submitted with your expense report.

- **Travel Advances:**

Travel advances will only be issued in the following circumstances:

- the travel will be to a remote location where credit cards have limited application;
- due to the nature of the expenditures listed, they are unlikely to be chargeable to a credit card, and a lengthy duration of stay overseas.