



# SSHRC INTERNAL TRAVEL COMPETITION

## WESTERN INTERNAL GRANTS COMPETITIONS

### PROGRAM SPECIFIC GUIDELINES

#### 1 OVERVIEW

These awards are made from funds provided annually by the Social Sciences and Humanities Research Council. Funding is awarded to researchers presenting a paper at a research-related meeting or conference of major scholarly significance in disciplines normally supported by SSHRC. General conditions governing eligibility to apply, supportable research fields, and use of grant funds will be in conformity with SSHRC guidelines.

The program will fund participation in both regular international congresses and more narrowly focused conferences and seminars which take place more than (500 kilometers) from London, Ontario. Breadth of participation and decanal recommendation will be two major criteria for determining whether or not an award should be made.

The maximum award is \$7,000. The awards will cover travel and subsistence costs only. Conference registration fees and the cost of preparing a paper for presentation will not be eligible charges.

#### 2 ADJUDICATION

Applications will be adjudicated by a committee appointed by the Associate Vice-President (Research) in consultation with Research Services, Research Development & Services and the appropriate deans. This committee will be composed of SSHRC-eligible faculty from a variety of departments and faculties. The Associate Vice-President (Research) (or his/her designate) will chair the committee, the Assistant Manager, Research Services and a consultant from Research Development will also be a member of the committee.

#### 3 ELIGIBILITY

A Principal Investigator (PI) must hold an academic appointment with a significant research component at The University of Western Ontario at the time of the application. In order to be named as PI on an internal grant, the applicant must be [eligible to hold a research account](#) at Western. Should the awardee cease to hold an eligible appointment at the University during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the common fund.

Only full-time Western faculty, academic librarians and post-doctoral fellows may receive funds through this program. As post-docs are unable to hold a research account, the application must be submitted by the supervisor. Applicants must be presenting a paper.

#### 4 SUBMISSIONS

Applications should be submitted according to the directions on the cover page of the application by the dates posted on the Research Western website. The application must be received by 4 pm on the deadline date. If a deadline falls on a weekend or statutory holiday, the deadline will be extended to 4 pm on the next working day following the weekend or holiday. If you are unable to comply with the submission requirements, please call ext 84500.

The application should include the applicant's Common CV (not required for co-applicants). The Common CV should be saved as a PDF document and submitted with the application.

#### 5 FREQUENCY OF APPLICATION

A faculty member may apply once to each of the SSHRC Conference Travel Grant competitions. Given the shortage of funds, however, *a faculty member will not be awarded two internally funded conference travel awards in the same calendar year.*

This competition runs two times per year, in February and August.

#### 6 PROJECT TIME PERIOD

There are no longer any restrictions as to when the conference must occur. However, retroactive requests for conferences occurring prior to RD&S application date for a particular competition will receive a lower priority. Grants will be available for a period of up to 3 months from the conference date. Upon termination of an award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to Research Services (RD&S) at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca).

#### 7 ADDITIONAL DOCUMENTATION

A copy of:

- a) The conference prospectus/outline;
- b) The abstract of the paper being presented; and,
  - If the paper and/or abstract have not yet been written, a brief outline of the subject matter will suffice.
- c) The confirmation that the paper has been accepted must accompany the application.

Applications will be accepted if official confirmation of the paper's acceptance is not available at the time of application, but any award would be encumbered until the required documentation is provided to RD&S.

#### 8 FINAL REPORTS

Within three months of the termination of the award, awardees must submit to Research Services, RD&S a brief report (1 or 2 pages) on what was accomplished using the grant. Failure to do so may jeopardize a faculty member's eligibility for future internally funded competitions.

#### 9 BUDGET

Funds may only be used for the conference described in the application and any unspent funds will revert back to the common fund for redistribution.

##### 8.1 Travel Expenses

Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. The traveler must obtain the lowest fair possible. If an upgrade is necessary for medical or other reasons, the traveler must seek reimbursement elsewhere (i.e. health insurance plan).

Ineligible Expenses:

- ◆ Conference registration fees;
- ◆ Passports and immigration fees; and,
- ◆ Cost of preparing a paper for presentation

9.2 Meals and Accommodation

Under "Meals and Accommodation" in the budget, applicants should provide their best estimate of the cost for subsistence. In general, this will be granted only for the term of the conference and two travel days. The maximum daily rate will be \$175 (Canadian) and the maximum period allowed will be 5 days. Hotel quotes are not required. Receipts will be required when travel claims are processed.

10 QUESTIONS

Internal competitions are administered by Research Development & Services (RD&S), Room 5150, Support Services Building. (Tel: 519-661-2111 ext 84500, E-mail: [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca)).