

FASS RESEARCH DEVELOPMENT FUND (HUMANITIES AND SOCIAL SCIENCES) FACULTY TRAVEL GRANT TO INTERNATIONAL CONFERENCES: GUIDELINES

The deadlines for international conference travel applications are June 15th, October 15th, January 15th.

Faculty travel grants for international conferences are designed to enable Canadian scholars to take part in international meetings of major scholarly significance and, therefore, contribute to the advancement and dissemination of knowledge in the social sciences and the humanities.

The maximum amount awarded for attending a conference to present a paper will be \$1,500. Please note: eligible applications may be awarded a partial amount (e.g., 70% of the maximum) to distribute limited funds, and the FASS Research Development Committee may normally spend no more than 40% of the annual allocation in each round of FASS-RDF Visiting Speakers and International Travel applications.

Submission Instructions

Each applicant must submit the full application **as a single PDF document** by 4:00pm on the deadline date (or the Monday following if the deadline date falls on a weekend or university holiday) via e-mail to the Associate Dean Research (fassadr@dal.ca) with copies to paulette.chiasson@dal.ca and the applicant's Chair or Director.

Eligibility requirements for the FASS-RDF International Travel program

Faculty members holding a full-time appointment at Dalhousie University with a primary appointment in FASS are deemed to be eligible for FASS-RDF International Travel funds if a) the applicant is presenting at a conference that is related to SSHRC's broad research mandate; b) the conference, whether a regular annual or biannual meeting or a conference on a special topic, takes place outside of Canada and the United States (this includes non-contiguous states, e.g. Hawaii). Faculty members holding limited term-appointments of 50% or more are also eligible, but any funds awarded must be expended during the period of their appointments.

Note:

Priority may be given to applicants who are untenured, in the first five years of their appointments, and/or assistant professors. **Retroactive applications will NOT be accepted.**

Grants made under the terms of this programme may cover the following items of expenditure:

- i) Airfare from the airport closest to the applicant's residence to the airport closest to the conference site. The Committee as a rule requires that grant holders travelling by air take the lowest cost economy flights. Only in exceptional circumstances will the Committee pay higher rates.
- ii) Living allowances and hotel rates according to international rates available on Dalhousie University Financial Services website <http://www.dal.ca/finserv> and http://www.tbs-sct.gc.ca/travel/travel_e.html (See Appendix D).
- iii) Required conference registration fees.

Note: **Funds may not be used for honoraria or entertainment.**

FASS RESEARCH DEVELOPMENT FUND APPLICATION FOR FACULTY TRAVEL GRANT TO INTERNATIONAL CONFERENCES

DEADLINE DATES: JUNE 15TH, OCTOBER 15TH, JANUARY 15TH. **NB: APPLICATION MUST BE E-MAILED AS A SINGLE PDF.**

NAME:		EMPLOYEE #:	
DEPARTMENT/SCHOOL:		TELEPHONE:	
POSITION (RANK/(UN)TENURED):		FAX:	
YEAR OF FIRST APPOINTMENT:		E-MAIL:	

NAME OF CONFERENCE AND LINK TO CONFERENCE WEBSITE			
LOCATION:		DATES:	
SPONSORING ORGANISATION AND WEBSITE:			
TITLE OF PRESENTATION (CAN BE TENTATIVE)		NUMBER OF DAYS' PARTICIPATION IN THE CONFERENCE:	
		MAIN RESEARCH AREA TO WHICH THIS ACTIVITY MAY BE RELATED:	

ELIGIBLE COSTS AND AMOUNT REQUESTED FROM RESEARCH DEVELOPMENT FUND:	
AIRFARE:	\$ _____ Provide economy quote
LIVING ALLOWANCE:	\$ _____ Use Treasury Board rates http://www.tbs-sct.gc.ca/travel/travel_e.html (See Appendix D)
REGISTRATION FEES:	\$ _____ Provide copy/receipt for fees
TOTAL REQUESTED :	\$ _____ (see above for maximum amounts)
AMOUNT REQUESTED/OBTAINED FROM OTHER SOURCES: INDICATE SOURCE	
BRIEFLY DESCRIBE SCHOLARLY BENEFITS:	
DATE OF MOST RECENT FASS-RDF FACULTY TRAVEL GRANT (MONTH/YEAR OF APPLICATION):	

Please also attach an abstract of the proposed paper (max. one page) and copies/printouts indicating economy airfare quote & registration fees. Note: proof of participation may be required for Financial Services' purposes.

NAME OF APPLICANT	SIGNATURE	DATE
	YES / NO	
DEPARTMENT CHAIR/SCHOOL DIRECTOR	CONFIRMATION OF APPROVAL?	DATE