

SSHRC GRANT IN AID OF TRAVEL

This is a Grant in Aid of Travel Program, and as such may only pay a portion of the necessary funds required for travel.

Deadlines: February 1 (for travel during Mar 1-July 31)
May 1 (for travel during Jun 1-Oct 31)
August 1 (for travel during Sept 1–Feb 29)
November 1 (*supplemental competition for invitations received after August 1 to present at conferences from Nov 1-Feb 29*)

Travel assistance is provided for participation in national and international scholarly conferences. If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Application deadlines are strictly enforced and the Committee will not consider late applications. Applicants who miss a deadline may apply to the York Ad Hoc Fund.

Individuals who need a decision far in advance may submit an application to an earlier deadline.

Checklist

Each application must include:

- A statement of your role in the Conference
- An invitation, acceptance of paper(s), and a copy of the program (Application without an acceptance letter and/or a detailed program is permitted, if these are provided subsequently. Please note that funds will not be released until outstanding documentation has been received.)
- A travel agency or web quote
- A completed budget
- A one page summary of recent academic work. ***Do not include a complete CV.***
- Applicant's signature

Application Submission

Paper Submission: Submit an **ORIGINAL plus 6 copies** of the application and all supporting documents in double-sided format. Do not submit copies of the Guidelines with your application.

Please address all correspondence to:
*Secretary, SSHRC Travel and Small Grants Sub-Committee
Office of Research Services,
Fifth Floor, York Research Tower*

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC) GRANT IN AID OF TRAVEL PROGRAM GUIDELINES

1. SSHRC Travel and Small Grants Sub-Committee

Conference travel grant applications will be assessed by an interdisciplinary committee which is appointed by *the Academic Policy, Planning and Research Committee* upon nomination by the respective Deans. The Committee will consist of six members as follows:

Two from the: (with a term of 3 years)	Faculty of Liberal Arts & Professional Studies
---	---

One from each of: (with a term of 3 years)	Glendon College Faculty of Fine Arts
---	---

A total of two, selected in rotation from the: (with a term of 2 years)	Schulich School of Business Faculty of Education Faculty of Environmental Studies Faculty of Health Faculty of Law Libraries
---	---

2. Eligibility of Applicants

Support is provided to:

- (a) Full-time faculty and professional librarians holding probationary/tenured continuing appointments;
- (b) Full time faculty and professional librarians holding contractually limited appointments for more than one year (providing the travel falls within the current appointment period); and
- (c) Postdoctoral fellows. Consistent with SSHRC terminology, *Postdoctoral Fellowships* are defined as not being more than 2 years out from completion of PhD.

Consideration will also be given to applications from York full-time faculty who have retired but continue to teach at the University. In the event of insufficient funds, non-tenured faculty will be prioritized over tenured faculty and postdoctoral fellows. Visitors are not eligible.

3. Categories

The *SSHRC Travel and Small Grants Subcommittee* provides support for two categories of activity:

- (a) Conference travel
- (b) Research

An individual is eligible to receive one travel award per calendar year, and one research grant every 2 calendar years.

Conference Travel Support

1. Travel assistance is provided for participation in national and international scholarly conferences for which the applicant is giving a paper or making a poster presentation, leading a workshop, interpreting (includes sign language) a presenter, or featured at a solo or 2 person opening of an exhibition, a principal screening, premiere performance of dance, theatre or musical production in a professional setting.
2. For purposes of adjudication by the Committee, a scholarly conference is defined as a conference which:
 - (a) Is sponsored by a scholarly society or organization.
 - (b) Deals with a subject of scholarly concern.
 - (c) Provides an opportunity for critical debate of the paper.
3. Travel grants are **NOT** given for the following purposes:
 - (a) To attend business meetings of societies.
 - (b) Visits to research or teaching institutions abroad.
 - (c) Visits or consultation with other specialists.
 - (d) Participation in summer schools, institutions or seminars, or forms of extended conferences with a training or upgrading orientation.
 - (e) Lecture, study tour, or book signing tour.
 - (f) Participation in workshops.
 - (g) Participation as respondents, discussants, moderators, chairs or organizers of conferences or sessions.
4. Provide a one page statement summarizing your most recent academic work, publications, conference papers, workshops, etc., relevant to this application. **DO NOT INCLUDE A COMPLETE CV.**
5. ***No awards will be made from the SSHRC Grant in Aid of Travel Fund for conference travel which has been funded by the York Ad Hoc Fund.***
6. Submit your application form with supporting documents (original plus 6 double-sided copies) to:

*Secretary, SSHRC Travel and Small Grants Subcommittee
Office of Research Services
Fifth Floor, York Research Tower*
7. Decisions from the 4 competitions will be announced by:

February 28	for travel during the period March 1-July 31
May 31	for travel during the period June 1 - October 31
August 31	for travel during the period September 1 - February 29
Late December	for decisions on invitations received after August 1 to present at conferences from Nov. 1 to Feb.29.

Individuals who need a decision far in advance may submit an application to an earlier deadline.

SSHRC GRANT IN AID OF TRAVEL APPLICATION FORM	
* Name	
* Academic Rank	
* Department/Unit	
* Address	
* Phone and Email	
* Year Appointed to Faculty	
* Year PhD Completed (for post-docs only)	
* Amount Requested \$ <i>Please take this figure from the last line in the Budget Summary</i>	
* Name of Conference	
* Conference Dates	
* Conference Location	
* Distance in Kilometres of the Planned Trip from Toronto	
Category of Travel (see table below)	
Zone of Travel (see table below)	

*** PLEASE note that sections indicated above by asterisk are required elements of the application. Incomplete applications may be disqualified.**

Statement of Your Role in the Conference

The following information must be included:

1. Are you (check one):
 - a) presenting a paper/leading a workshop (distinct from participating in a workshop)
 - b) featured at a solo or 2 person opening of an exhibition of your work
 - c) attending a principal screening of your work

- d) attending a premiere performance of dance, theatre or musical production of your work
 - e) interpreting (including sign language)
 - f) other (specify – no more than 40 words)
2. a) Title of paper or contribution, with brief (no more than 100 words) description.
- b) Significance of conference for your research (no more than 100 words).
3. a) Copy of invitation or letter of acceptance attached.
- b) Copy of invitation or letter of acceptance to follow.
- c) Copy of program attached (please submit only the cover page that shows the title, location, and dates of the conference and the page of the program where your name and presentation are shown, please highlight your name).
- d) Copy of program to follow. (please submit only the cover page that shows the title, location, and dates of the conference and the page of the program where your name and presentation are shown, please highlight your name).

(Applying without an acceptance letter and/or a detailed program is permitted, if these are provided subsequently. Please note that funds will not be released until outstanding documentation has been received.)

Travel Costs:

Distance between major centres may be calculated at one of the following sites:

- <http://www.geobytes.com/citydistancetool.htm>
- <http://www.timeanddate.com/worldclock/distance.html>
- <http://www.mapcrow.info/>

Category A North America (Canada below 60 degrees latitude, continental US, and Mexico), United Kingdom, western Europe:

- Zone 1: Less than 500 km _____
- Zone 2: Between 500-3000km _____
- Zone 3: Greater than 3000km _____

Category B Any location above 60 degrees latitude, Central America and Caribbean, South America, Scandinavia, central, eastern and southern Europe, Asia, Africa, Australia:

- Zone 1: Less than 3000km _____
- Zone 2: Between 3000-10,000km _____
- Zone 3: Greater than 10,000km _____

Travel From Outside of Toronto

For requests for support for travel that does not originate in Toronto indicate the distance in kilometres of the planned trip.

Distance: _____ km

1. Air fare:

Please attach a travel agency or web quote for the **least** expensive fare.

Please note: It is important when purchasing travel tickets to read the fine print carefully, travel regulations are changing rapidly, and the committee cannot accept responsibility for payment of denied insurance claims.

2. Support from other sources: State each source and amount.

Please summarize the above estimates as follows:

TOTAL AIR TRAVEL: _____

LESS SUPPORT FROM OTHER
SOURCES LISTED ABOVE: _____

TOTAL FUNDS STILL REQUIRED: _____

SUPPORT REQUESTED: _____

Note: Please make sure that the purpose of your travel expenses are clearly justified in your proposal.

Signature of Applicant

Date