

**YORK AD HOC RESEARCH FUND**

**CONFERENCES AT YORK APPLICATION FORM**

**PERSONAL DATA**

<b>1. Name:</b>	<b>2. Year appointed at York University:</b>
<b>Academic Rank:</b>	<b>Department/Unit:</b>
<b>Campus Address:</b>	
<b>Telephone:</b>	<b>E-Mail:</b>

**CONFERENCE DATA**

<b>3. Name of Conference:</b>	
<b>Location of Conference:</b>	<b>Dates of Conference:</b>

**FUNDING REQUEST**

<b>4. Amount Requested from the Ad Hoc Committee:</b>	
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**5. DOCUMENTS TO BE APPENDED:**

**A. Proposal should include:**

- i) List of the organizers, indicating their affiliations with York, and a list of any sponsoring organizations.
- ii) Objectives of the conference
- iii) Schedule of meetings or preliminary program
- iv) List of participants and their role in the conference
- v) Any other relevant information

**B. Detailed Budget:**

Provide an estimated conference budget including income and expenses, as well as anticipated and obtained funding, both from York University and from external sources.

**C. Letter of Support from Dean:**

Provide a letter of support from the Dean, identifying the Faculty sources that will be dedicated to it.

**D. Chair's Endorsement:**

Provide an endorsement (form attached) from the Department Chair, identifying the departmental resources that will be dedicated to it.

**E. Copy of the Printed Program** (if available)

<b>6. Are you currently a recipient of an external grant that could be used for this conference?</b> (Check One)      Yes                      No
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If yes, give the source and amount and explain why you cannot use those funds for this conference.

<b>7. Have you received funding from the Ad Hoc Committee in the past?</b> (Check One)	
Yes                      No	
If yes indicate the date of the last award:	

**ENDORSEMENT BY DEPARTMENT CHAIR**

After completing the above application, please submit an **original plus six copies** along with supporting documents directly to the Office of Research Services.

In addition, you should submit a copy of your application to the Chair of your department along with this endorsement form. The Chair will forward the endorsement under separate cover to ORS.

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NAME OF APPLICANT:

I have read this application and rank its priority as follows: (Check One)

Low                      Moderate                      Fairly High                      Very High

COMMENTS:

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\*\* If applicant is the Chair, then Dean or Associate Dean's signature is required.

## **YORK AD HOC RESEARCH FUND**

### **CONFERENCES AT YORK**

**December 15 competition only**

### **PURPOSE OF THE FUND**

1. The York Ad Hoc Research Fund receives a small annual budget and is administered by the Senate Committee on Research. The purpose of this fund is (a) to assist York faculty members in attending conferences at which they are to make a substantial presentation, and for which they have been unable to obtain alternate funding; (b) to help defray the cost of conferences which will make a contribution to scholarship and bring prestige to York University (December 15th competition only); and (c) to help support the publication of periodicals (December 15th competition only).

2. Conferences at York: Support will be provided only to help defray the cost of conferences held at either the York or the Glendon campus which are open to faculty and students.

### **ELIGIBILITY**

3. Support is provided to (a) full time faculty and professional librarians holding probationary/tenured continuing appointments and (b) full time faculty and professional librarians holding contractually limited appointments for more than one year, provided the travel falls within the current appointment period.

### **COMMITTEE MEMBERSHIP**

4. The York Ad Hoc Research Fund Sub-Committee will consist of:

i) three permanent members from the Faculty of Arts, Atkinson College and Glendon College;

ii) the Chair (or designate) of the Senate Committee on Research (SCOR); and

iii) two rotating members from the Libraries, Osgoode Hall Law School and the Schulich School of Business, Education, Environmental Studies, Fine Arts.

5. Members' terms are for three years (with the exception of the SCOR representative whose term will usually coincide with her or his term on the SCOR).

### **TERMS AND CONDITIONS**

6. Only one grant per fiscal year (May 1 - April 30) will be awarded per faculty member.

7. Awards will never be made retroactively.

8. Conferences must open to faculty and students.

9. Preference will be given to conferences whose organizers have given careful attention to minimizing costs. Honoraria will not be considered as an expense. Travel costs must be minimum air fare. It is expected that registration fees will be charged.

10. Since this Fund is considered a source of last resort for funding, applicants must demonstrate to the Committee's satisfaction that they have approached other avenues of support. It is expected that invitees will seek support from their own institutions; the Committee would like to see documentation to this effect.

11. In the event that more than one proposal is received from a Faculty for the same competition, the Dean of that Faculty is asked to rank the applications in order of priority for a grant from this Committee. In any case, a letter of support is required from the Dean of the Faculty of each application.

12. No application will be considered unless all questions on the application form have been answered and all required supporting material has been supplied.

13. Following the conference, if a grant is awarded, the grantee must submit a detailed budget and refund any profits to the York Ad Hoc Fund.

#### DEADLINES

14. Please note that the above subcommittee has one deadline dates per year for receipt of applications. The dates in any fiscal year will be as follows:

December 15 (Travel, Conferences and Periodicals)

**If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day.**

15. "A deadline is a deadline is a deadline"; the Committee will not accept late applications. However, those received after the deadline will be put forward for the next deadline, keeping under consideration that no retroactive awards are made.

16. An application form, if not attached to this document, is available from the Office of Research Services, Fifth Floor, York Research Tower, 736-5055

#### ANNOUNCEMENTS

17. Award decisions will normally be distributed six weeks after the deadline date.

#### APPLICATION SUBMISSION

After completing the above application, please submit an **original plus six copies** along with supporting documents directly to the Office of Research Services.

In addition, you should submit a copy of your application to the Chair of your department along with the endorsement form. The Chair will forward the endorsement under separate cover to ORS.

Please note: An *original* plus *six* copies of the one page application form, endorsement by department Chair and all supporting documents are required. Please DO NOT photocopy the guidelines and include in your original plus six copies.

Please address all correspondence to:

**Secretary, York Ad Hoc Funding Committee  
Office of Research Services  
Fifth Floor, York Research Tower**