

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.

NAME OF APPLICANT:

I have read this application and rank its priority as follows: (Circle 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

Purpose of the Fund

The York Ad Hoc Research Fund is a small centrally funded account administered by a sub-committee of the *Senate Committee on Research* to:

- (a) assist York faculty members in attending national or international conferences at which they are to make a substantial presentation, and for which they have been unable to obtain alternate funding;
- (b) help defray the cost of York University conferences which will make a contribution to scholarship and bring prestige to the University; and
- (c) help support the publication of periodicals

Eligibility

Eligible applicants for funding include:

- (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, provided the travel falls within the current appointment period.

Committee Membership

The York Ad Hoc Research Fund Sub-Committee is composed of:

- (a) three permanent members from the Faculty of Arts, Atkinson Faculty of Liberal & Professional Studies and Glendon College;
- (b) the Chair (or designate) of the Senate Committee on Research (SCOR); and
- (c) two rotating members from the Libraries, Osgoode Hall Law School, Schulich School of Business, the Faculties of Education, Environmental Studies and Fine Arts.

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).

A. Conference Travel

The support of faculty members' travel to conferences should normally come from departmental, faculty, research grant or travel grant funds, faculty professional expense reimbursement (PER) allotments or from the meeting organizers. If funding from these sources is not available or does not cover the full cost of conference travel, eligible faculty may apply to the Ad Hoc Fund for travel support.

Travel grants are NOT given for the following purposes:

- a) Attending business meetings or societies unless the person is presenting a paper
- b) visits to research or teaching institutions abroad
- c) visits or consultations with other specialists
- d) participation in summer schools, institutions or seminars, or forms of extended conferences with a training or upgrading orientation
- e) lectures, study tour, or visits abroad
- f) chairing conference session(s).

Ad Hoc Fund or the SSHRC Grant in Aid of Travel?

The *SSHRC Grant in Aid of Travel* fund provides support for national and international travel for faculty presenting social science or humanities scholarship at conferences abroad.

SSHRC eligible applicants shall apply to the SSHRC fund. Applications from faculty eligible for the SSHRC fund will ONLY be accepted by the York Ad Hoc Subcommittee:

- (a) for travel periods that the SSHRC program does not fund
- (b) when an applicant receives acceptance of a paper/presentation **after** the most recent SSHRC Travel fund deadline

No awards will be made from the Ad Hoc Fund for conference travel which has been funded by the SSHRC Grant in aid of Travel fund.

Terms and Conditions

- 1. Only one grant per fiscal year (May 1 - April 30) will be awarded per faculty member.
- 2. Awards will never be made retroactively.
- 3. Funding will only be awarded towards the cost of travel to and from the conference destination. The Committee does not provide funds for:
 - (a) conference registration costs
 - (b) accommodation
 - (c) food expenses
 - (d) taxi fares
 - (e) travel insurance
 - (e) other costs incurred.

Applications that seek funding in addition to airfare costs **will be deemed ineligible**.

- 5. Normally, the Committee will fund only up to the cost of minimum airfare to conferences. Funding is permitted for alternative modes of travel (e.g., train or bus), to a conference destination as long as the amount claimed is equivalent to or less than the economy airfare to the destination.
- 6. Since this Fund is considered a source of last resort for funding, applicants must demonstrate to the Committee's satisfaction that they have exhausted all other avenues of support, including a rationale why the PER funding is not being used to support conference travel.
- 7. No application will be considered unless all questions on the application form have been answered and all required supporting material has been supplied.
- 8. It is expected that the conference program will list not only the applicant's name but also his/her York University affiliation.

Deadlines

There are four funding competitions annually. The deadlines for applications are:

- June 15** (Travel only)
- September 15** (Travel only)
- December 15** (Travel, Conferences and Periodicals)
- March 15** (Travel only)

If the deadline falls on either Saturday, Sunday or a statutory holiday, applications are due the next working day. Applications received after the deadline will be considered in the following competition. However, **no retroactive awards shall be made.**

Funding Decisions

Normally award decisions will 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**