

SSHRC GRANT IN AID OF TRAVEL

This is a Grant in Aid of Travel Program, an award 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 attendance at 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, indicating why they are submitting at that time.

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
- A travel agency or web quote
- A completed budget
- A summary of recent academic work. ***Do not include a complete CV.***
- Applicant's signature

Application Submission

Paper Submission: Submit an **ORIGINAL plus 5 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*

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	

Statement of Your Role in the Conference

The following information must be included:

1. Are you (check one):
 - a) presenting a paper
 - 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 premier performance of dance, theatre or musical production of your work
 - e) other (specify – 1 line)

Other: _____
2.
 - a) Title of paper or contribution, with brief description.
 - b) Significance of conference for your research.
3.
 - a) Copy of invitation or letter of acceptance.
 - b) Copy of program and an official list of participants.

Travel Costs:

(a) *Travel from Toronto*

In order to accommodate the different costs of national and international destinations, indicate in which of the following 2 categories you are undertaking your travel and the distance of the farthest point of travel from Toronto to the conference destination.

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 (US, southern Canada, Western Europe):

Zone 1: Less than 500 km

Zone 2: Between 500-3000km

Zone 3: Greater than 3000km

Category B (rest of the world, including northern Canada above 60 degrees latitude):

Zone 1: Less than 3000km

Zone 2: Between 3000-10,000km

Zone 3: Greater than 10,000km

(b) *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 FOR ITEMS 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

**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 Senate Committee on Research* upon nomination by the respective Deans. The Committee will consist of six members as follows:

One from each of: (with a term of 3 years)	Atkinson Faculty of Liberal & Professional Studies Glendon College Faculty of Arts Faculty of Fine Arts
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A total of three, 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
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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.

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.

A. Conference Travel Support

1. Travel assistance is provided for attendance at national and international scholarly conferences for which the applicant is giving a paper or featured at a solo or 2 person opening of an exhibition, a principal screening, premier performance of dance, theatre or musical production.
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 poster presentations
 - (g) Participation in workshops
 - (h) 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.**
4. Submit your application form with supporting documents (original plus 5 double-sided copies) to:
 5. *Secretary, SSHRC Travel and Small Grants Subcommittee
c/o Office of Research Services
Fifth Floor, York Research Tower*
6. 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.

B. Research Support