
Changes to SDF National and International Conference Funds: Extension of deadline for applications to 15 December 2010

YCISS will be changing the administrative procedure for the SDF National and International Conference Funds (SDF-NCF/ICF) and the YCISS Conference Fund to create greater flexibility in the application process and to encourage increased attendance by YCISS members at a wide range of International and National Conferences.

With immediate effect, applications for the SDF National and International Conference Funds will be accepted from 01 May 2010 – 15 December 2010. **The final date for all applications to the SDF ICF/NCF funds for the financial year ending on 31 March 2011 will be 15 December 2010.**

Graduate Students who are Centre Members should be aware that they are also eligible for travel funding from the YCISS Conference Fund, and that applications to this fund for conference travel can be made throughout the financial year up to 01 April 2011. The purpose of the YCISS Conference Fund is to assist travel that works towards the Centre's wider research objectives and which is not related to the Centre's SDF program. All applications received for SDF NCF/ICF are automatically considered for the YCISS Conference Fund by the Committee.

To further improve the flexibility of the application process, the Committee has changed its criteria and will now review applications for travel to conferences that has already occurred, although it will not review any applications that are over three months old.

The procedures for SDF NCF-ICF awards and the eligibility of expenses have also changed substantially. Please see the YCISS website for further details.

If you are interested in travelling to a National and International conference to present a paper and believe that it is relevant to the YCISS mandate (whether it is SDF relevant or related to the wider research mandate), please contact the Centre Coordinator by email to yciss@yorku.ca providing:

- a) Details of the conference
- b) The paper you will present
- c) An abstract or draft copy of the paper
- d) An outline of the proposed costs.

Your application will then be presented to the Director and Deputy Director for review. If you have any questions about the above process, please contact the Centre Coordinator in the first instance.

For further details please see the YCISS website
<http://www.yorku.ca/yciss/info/funding.html>

Rules and Guidance on Eligible Expenses and Requirements for SDF ICF/NCF

- a) Please be aware that all portions of the award (YCISS/SDF) **may be revoked if there are any substantial changes in title or content from any pre-approval copy passed to SDF before the conference travel.** If there is a requirement for a title or content change from a pre-approved copy, this must be discussed and approved by the YCISS Selection Committee in advance of the conference.
- b) **Please also note that SDF will not approve an award for a paper that is substantially similar to one previously funded by SDF ICF/ NCF.** All portions of the award (YCISS/SDF) may be revoked if a paper in this category is deliberately put forward to SDF for assessment.
- c) **The paper you deliver at the conference must be identical in content and substance to the final paper or the pre-approved copy passed to SDF.** If not, then all portions of the award (YCISS/SDF) may be revoked.
- d) **In the event that a paper is rejected by SDF, the YCISS Conference Fund will be able to cover only a maximum of 50% of the total award for international and national conferences.** There are discretionary circumstances where a full award from the YCISS Conference Fund for total expenses at (or below) \$500 can be made at the discretion of the Selection Committee.
- e) The award is on a cost reimbursable basis. That is, **you must provide ALL original receipts associated with your trip and these costs will be reimbursed up to the maximum of the award.** Please note that credit card slips are not receipts and **boarding passes are required for all air travel.**
- f) Eligible expenses are as follows:
- Regular economy class travel (lowest available fare);
 - Taxis (These must be to/from airport, to/from hotel, and to/from conference only)
 - Accommodation (if the nightly rate exceeds \$200 CAD please seek pre-approval from the Selection Committee)
 - Conference Fees (but not including food expenses)
- g) Per diems, food, gratuities or incidental expenses will not be eligible. Mileage and airport parking for travel from home-airport is ineligible and applicants are advised to use public transit or a taxi in this case. Additional charges for checked baggage over the complimentary baggage allowance for flights will also be ineligible for expenses.
- h) As well as a copy of the final paper, the applicant will also need to provide proof of conference participation such as a program showing the presenter's name and the title of the presentation. Please note that the title on the program must be the same as the pre-approved copy or the final paper passed to SDF.
- i) The applicant must complete an Authorization for Limited Distribution Form before the paper can be reviewed by SDF. However, the applicant has the right to refuse limited distribution as set out on the form.

I agree that I will follow the above terms and conditions for my award

Signed:

Date

SECURITY AND DEFENCE FORUM

NATIONAL CONFERENCES FUNDS / INTERNATIONAL CONFERENCES FUNDS

AUTHORIZATION FOR LIMITED DISTRIBUTION FORM

I hereby accept that the Directorate of Public Policy may circulate internally the paper and/or PowerPoint presentation submitted along with my claim for National Conferences Funds / International Conferences Funds.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you answer no, your paper/PowerPoint presentation will only be used for administrative purposes related to the processing of your National Conferences Funds / International Conferences Funds claims.

Name: _____

E-mail: _____

Date: _____