

**Faculty of Health  
February 2024 Competition  
Conference Travel Funds Guidelines**

**Eligibility**

Conference travel funds are awarded to full-time faculty members (includes CLA) and senior scholars to offset the cost of travel to conferences. Only YUFA members whose home faculty is the Faculty of Health are eligible to apply.

Conference travel funds for the February 2024 competition will be adjudicated in two categories:

- Highest priority for funding - Conferences taking place in the next three months (February 2024, March 2024 and April 2024)
  
- Lower priority for funding and only if funding is available - Conference that took place between ***November 2023, December 2023, and January 2024***

Applicants should submit application prior to attending a conference, if applications are submitted for a conference that will take place on or after May 1, 2024, then the application will be deferred to the May 2024 competition.

**Priority**

Priority will be given to untenured YUFA members and to those who do not hold external funding.

The following activities will be given priority (in order):

- Presenting a paper or equivalent to a peer audience
- Accompanying your graduate student(s) who are presenting a paper or equivalent to a peer audience
- Organizing, chairing, or participating in a session as a panel member
- Attending a conference, but not presenting, for networking purposes.

**Amount**

Conference travel funds are adjudicated by the Research and Awards Committee. The amount awarded will depend on the number of eligible applicants to each competition. YUFA members may receive a maximum of \$1,000 per fiscal year (May 1 – April 30). This maximum can be made up of multiple smaller awards if appropriate.

**Supporting Documents**

All applications must include an official quotation showing the lowest fare and all other relevant documents showing anticipated/incurred expenses (e.g., accommodation, registration fees). A letter of invitation/acceptance, a copy of the program, or evidence of submission to a

conference is required. An acceptance/invitation letter is not required to apply for funds, but funds will not be released until acceptance has been demonstrated.

### **Deadline**

Applications will be considered **three times each fiscal year**, on **May 1** (*for conferences taking place May, June, July, August, September*), **October 1** (*for conferences taking place October, November, December, January*), and **February 1** (*for conferences taking place February, March, April*). If the deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Please submit the application form and all supporting documentation via e-mail to [hlthrsch@yorku.ca](mailto:hlthrsch@yorku.ca)

### **Questions?**

For more information, please contact the Research Support Office by email at [hlthrsch@yorku.ca](mailto:hlthrsch@yorku.ca).