**LA&PS RESEARCH EVENTS FUND**

**Guidelines & Application Form**

**DESCRIPTION:** The LA&PS Research Events Fund is supported by funding from the Dean’s Office of the Faculty of Liberal Arts & Professional Studies. This funding program is designed to aid research-related events. Applications must be made in advance of the event.

**ELIGIBILITY:** LA&PS Faculty Members (YUFA and CUPE 3903 Unit 2, or retired YUFA) and post-doctoral visitors affiliated with LA&PS programs or faculty members, are welcome to apply to the fund in support of events they are organizing/co-organizing either on or off campus. Post-doctoral visitors may only apply if the proposed event will occur within the period of the visitorship. Graduate students and Post-doctoral fellows interested in research event support should apply to the [Graduate and Post-doctoral Research Events Fund](https://laps.yorku.ca/student-resources/graduate-students/internal-awards-opportunities/).

**DEADLINE AND REQUEST LIMIT:** Applications may be submitted at any time. Successful awards typically fall between $1,000 to $3,500; the upper limit of any request is $5,000.

**FREQUENCY OF REQUEST:** Once per university fiscal year (May 1-April 30). The proposed event should take place no later than one (1) year after the date of award, unless otherwise approved by the Associate Dean, Graduate Studies & Research.

**RESTRICTIONS:** An event that is awarded funding from the Events Fund is not eligible for additional support from the LA&PS Seed Grant for New Collaborative Research Initiatives.

**INSTRUCTIONS:** Questions in advance of submission can be addressed to [lapsrsc@yorku.ca](mailto:lapsrsc@yorku.ca). The applications will be reviewed to ensure all supporting documentation is in place, and then they will be assessed by the Associate Dean, Research & Graduate Studies. A result will be returned within 14 business days.

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**Application Form**

**APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: |  | Campus Address: |  |
| Position at York: |  | Unit: |  |
| Email: |  | Requested Amount: | $ |
| Event/Activity Title: |  | Date and Location of Event / Outreach Activity: |  |
| Cost Centre into which Funds should be Deposited (PER cost centres cannot be used): |  |  | |

**PLEASE ATTACH THE FOLLOWING TO THIS FORM:**

**\_\_ A one-page description of the event, including an explanation of how it strengthens the research profile of LA&PS and a timeline for the proposed event. Draft programs (when available) may also be attached.**

**\_\_ A draft budget for the entire event that includes the following: a list of all expenses associated with the event; a list of all potential sources of revenue, with an indication of whether or not the funds from these sources are confirmed or pending. Expenses should be cancelled out by revenues in the budget. In determining eligibility of expenses, LA&PS will defer to the Federal Tri-Agency Policies on the Use of Grant Funds (e.g. SSHRC Connection Grant rules).**

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| **OFFICE USE ONLY** | |
| **Total Amount Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature of Associate Dean, Research & Graduate Studies** | |