**LA&PS TRAVEL GRANT FOR DISSEMINATION**

**Guidelines & Application Form**

**DESCRIPTION**:
LA&PS offers this grant to offset costs associated with the public dissemination of research, scholarship, or creativity.

**ELIGIBILITY**:
Full-time YUFA faculty members and senior scholars in LA&PS. In the case of CLAs and SRCs, travel must *also* occur within the term of the appointment. **Applications must be submitted in advance of the presentation**.

**MAXIMUM REQUEST:** $1000

**FREQUENCY OF REQUEST**: One grant every 2 years.

**APPLICATION DEADLINES**:
**August 1, November 1, March 1** (If the deadline date falls on a weekend or statutory holiday, then the next business day will serve as the deadline.) Travel Grants are intended to offset costs associated with **upcoming** dissemination of research, scholarship or creativity. **Retroactive LA&PS Travel Grant applications will not be considered**.

**SUBMISSION INSTRUCTIONS:**

* Applications should be submitted as **one** PDF file via email to lapsrsc@yorku.ca with the subject **‘LA&PS Travel Grant for Dissemination’**. Missing information will disqualify the application from the competition. Applications submitted after 4:30pm on day of deadline will not be considered.
* If submitting a hard copy, please send your signed application to: **Research Unit – LA&PS Travel Grant, 9th floor, South Ross Building – S900 Ross, Office of the Dean, LA&PS**. Please deliver all documents *before* 4:30pm on the day of deadline.
* Applications must be accompanied with the relevant supporting documentation:
	1. A copy of abstract
	2. An email or letter confirming acceptance of paper, or an equivalent form of confirmation/invitation for other forms of dissemination. If you haven’t yet received this confirmation at the time of application, the final decision will be withheld pending email submission of official confirmation of acceptance/invitation.
	3. Estimated cost of airfare and hotel rates generated from an airline or travel website
	4. Estimated registration fees from the conference website (NO WEBSITE LINKS)

\*Include currency conversion in CDN funds using the Oanda website ([**https://www1.oanda.com/currency/converter/**](https://www1.oanda.com/currency/converter/)).

**ANNOUNCE:**
Normally 3 weeks after competition deadline.

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**Application Form**

**APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: |  | Campus Address: |  |
| Position at York: |  | Unit: |  |
| Email: |  | Total Requested:  | $ |
| Title of Presentation: |  | Venue and Event Dates: |  |
| Cost Centre to Receive Funds: |  | **DATE OF** APPLICATION: |  |

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| **REQUIRED SUPPORTING DOCUMENTATION CHECKLIST** (double click to enter an ‘X’ in boxes) |
| [ ]  **A copy of abstract – indicate if abstract confirmation is pending** |
| [ ]  **An email or letter confirming acceptance of paper, or equivalent form of confirmation/invitation (if pending at the time of application, indicate within email submission & submit when received)** |
| [ ]  **Estimated cost of airfare and hotel rates generated from an airline or travel website**  |
| [ ]  **Estimated registration fees from the conference website (NO WEBSITE LINKS)** |

**ELIGIBLE EXPENSES**: Travel to the location/venue, accommodation, registration fees, and meals.

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| --- | --- |
| **TRAVEL BUDGET IN CANADIAN DOLLARS** | **TOTAL** |
| **Flight (attach travel quote):**  | $ |
| **Accommodation (attach hotel quote):** | $ |
| **Conference Registration fee (attach quote):**  | $ |
| **Ground Transportation (taxi, etc)** | $ |
| **Meals (capped at $65 Canadian for Cdn travel; $65 USD daily for travel outside Canada)** | $ |
| **SUBTOTAL:** | **$** |

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| --- | --- | --- | --- |
| **FUNDING FROM OTHER SOURCES** | **IN PROGRESS** | **RECEIVED** |  |
| **Covered by event organizers** | $ | $ |  |
| **SSHRC Exchange - Conference Grant (formerly named SSHRC Conference Opportunity Grant)** | $ | $ |  |
| **Tri Council Grants held by Applicant\*** | $ | $ |  |
| **YUFA CA Conference Funds through Unit\*\*** | $ | $ |  |
|  |  |  |  |
| **REQUESTED AMOUNT:** (subtract funding sources from subtotal – to a maximum of $1000 – whichever is less) | **$** |

\* **If you currently hold a Tri-Council Grant (SSHRC, CIHR or NSERC), please offer details about why this source of funding cannot be used to cover the costs associated with disseminating this work.**

\*\* **If you have not listed YUFA CA Conference Funds from your unit as a source of support, please offer details about your current eligibility for funding from your unit.**

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