
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.**

Researchers planning to travel outside of Canada are strongly urged to consult the University's [Travel Guidance](#).

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.
- 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 have not 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/>).

ANNOUNCE:

Normally 14 business days after competition deadline.

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APPLICANT INFORMATION

APPLICANT NAME:		CAMPUS ADDRESS:	
POSITION AT YORK:		UNIT:	
EMAIL:		TOTAL REQUESTED:	\$
TITLE OF PRESENTATION:		EVENT NAME:	
CITY EVENT WILL BE HELD:		EVENT DATE:	
COST CENTRE TO RECEIVE FUNDS: (IF NOT KNOWN, ENTER "GENERIC")		DATE OF APPLICATION:	

REQUIRED SUPPORTING DOCUMENTATION CHECKLIST

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.

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 CAD for Canadian travel and \$65 USD for travel outside Canada - daily)	\$
SUBTOTAL:	\$

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FUNDING FROM OTHER SOURCES	<u>IN PROGRESS</u>	<u>RECEIVED</u>	
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.**

I confirm that I have used the Oanda website for the currency conversion in Canadian Dollars as per submission instructions - Guidelines (page 1).