



UNIVERSITY OF ALBERTA FACULTY OF ARTS

Faculty of Arts Conference Fund

POLICIES and PROCEDURES

PURPOSE:

The Conference Fund supports conferences, symposia, and colloquia (as distinct from visiting speakers or lectureships) that contribute to scholarship and are supported or hosted by the University at a location within Alberta. This is the only fund at the University for this purpose. The funding for the Conference Fund comes from the Office of the Vice-President (Research).

Applications may be submitted by continuing faculty members and graduate students who are supported by a faculty advisor.

Applicants are expected to seek sources of support other than this fund.

DEADLINES:

There are two competitions each year, with the following deadlines:

- April 15 at 4:00 pm – for the spring competition
- October 15 at 4:00 pm – for the fall competition

Applications must be e-mailed to resarts@ualberta.ca.

Late applications, incomplete applications, and hard copies will not be considered. Applications must be received as a single PDF file with the documents in the order specified in these Policies and Procedures.

ELIGIBILITY:

While all **continuing faculty members and graduate students**, full or part-time, are eligible to apply to the Faculty of Arts Conference Fund, the following restrictions apply:

- Each conference, symposium, or colloquium is eligible for only one Conference Fund grant.
- Conferences, symposia, or colloquia with three or fewer speakers for one day or less, particularly those focused on a single theme and targeted to a modest, essentially local audience, are only eligible for a partial Conference Fund grant of \$1,000.
- Conferences, symposia, and colloquia sponsored by graduate students or graduate student organizations must be co-sponsored by faculty advisors willing to undertake responsibility for the award.

- Annual conferences, symposia, and colloquia must reapply each year, and they will be adjudicated in relation to the other submitted applications. Funding in one year should not be considered as an indication of certain success in future Conference Fund competitions.
- The Conference Fund may only be used to support expenditures directly associated with hosting the conference. Eligible expenditures include:
 - Honoraria to speakers
 - Travel, accommodation, and per diem for speakers
 - Space and equipment rental
 - Coffee, light food, and refreshments at conference events
 - Conference Fund grants are not intended to fund meals for participants
 - Reproduction of materials and proceedings
 - Hiring of conference organizing staff

The following types of events are not eligible for funding:

- Consultative, strategic, or administrative meetings of research networks or working groups.
- Primarily internal events such as Faculty or Departmental 'Research Days'.
- Events associated with for-credit courses or sessions that aim to upgrade or enhance professional credentials.

Retroactive applications are not permitted.

HOW TO APPLY:

To submit an application, complete the following tasks:

- Complete the Faculty of Arts Conference Fund application and obtain required signatures.
- Gather any existing call for proposals, draft program, or other such documents that provide an overview of the conference and combine them into a single PDF file with the Conference Fund Application (the application should come first, followed by other relevant documents).
- Submit the resulting single PDF document to resarts@ualberta.ca.

Please note that adjudication typically takes 4-8 weeks to complete.

ADJUDICATION:

Conference Fund applications are adjudicated by an elected committee of the Faculty of Arts, which is made up of representatives from all three divisions in the Faculty: Social Sciences, Humanities, and Fine Arts.

An application may be rejected if it is found to be unsatisfactory or incomplete in some part.

Emphasis for adjudication will be on the scholarly merit of the conference.

Successful applications will be awarded funding according to the following:

- Full Conference Fund Grants - **Up to \$2,000**: Full Conference Fund grants are for conferences, symposia, or colloquia held on campus or in Edmonton

- Off Campus Conference Fund Grants - **Up to \$1,000**: Conferences, symposia, or colloquia held off campus (within Alberta)
- Partial Conference Fund Grants - **Up to \$1,000**: Partial Conference Fund grants are for conferences, symposia, or colloquia with three or fewer speakers for one day or less, particularly those focused on a single theme and targeted to a modest, essentially local audience.

CRITERIA USED IN ADJUDICATION:

The following criteria are used when adjudicating applications:

- Scholarly merit
- Breadth and depth of likely benefits to the UAlberta's scholarly community
- Evidence of serious efforts to secure funding from other sources, including paid registration
- The reputational stature and qualifications of key speakers and/or the general qualifications and appropriateness of (or process for vetting) other presenters
- Role of trainees and plans to involve and benefit relevant students
- Openness. Conference registration must be open rather than by invitation only.

There is no provision for appeal of funding decisions.

PRIORITIES:

Conferences or symposia hosted at the University of Alberta will receive higher priority.

Scholarly research-related conferences will receive priority. Public dissemination of knowledge is valuable, but conference emphasizing public dissemination alone with little contribution to scholarship may receive lower priority.

For graduate student applications, contributions to intellectual and professional development may result in an application receiving higher priority.

BUDGET DEVELOPMENT AND REQUIREMENTS:

As part of the application, applicants must specify all costs associated with organizing their conference, symposium or colloquium. Please use the application form to outline and justify expenses. Supporting documentation and/or justification may be requested.

AWARD ADMINISTRATION:

The applicant must fulfill all conditions specified in the notice of award prior to the conference date, unless the applicant seeks and obtains an exemption from this requirement from the Associate Dean (Research) prior to that date.

In the event that a conference or symposium budget is in surplus after all conference costs have been covered, any remaining funds should be returned to the sponsors (including this Conference Fund) in proportion to their contributions (except those that forego any returns in writing).

INFORMATION ABOUT CONFERENCE FUND GRANTS:

Funding period:

All notices of award will include a project end date. Funding must be used before the project end-date indicated on the notice of award. Applicants seeking permission to extend the granting period must send their request in writing to the Associate Dean (Research) before the funding period specified on the notice of award expires.

Expenditures:

Conference Fund awards are provided for the specific expenditures identified in an applicant's proposal and may not be used for other purposes. In exceptional circumstances, a change in expenditure plans may be approved. In this case, the grant holder must submit a written request explaining the need for the change in plans to the Associate Dean (Research). Notices of award will include instructions with regard to accessing funds.

Final Report on Funded Project:

Applicants must submit a final report within one month of the conclusion of the conference. The deadline and instructions for the report will be indicated on the notice of award.

The report should indicate the following:

- How was the Faculty of Arts Conference Fund support recognized at the event (i.e., banner, logo on program, or other)?
- Was the conference successful?
- How was the Faculty of Arts Conference Fund helpful to the event's success?
- A balance sheet should be provided, indicating whether the event budget is in deficit, surplus, or balanced.

The report template can be found on the Faculty of Arts Intranet.

If a more complex report is required by other funders, the Committee will accept a copy of that report instead of the report described above.

Please note that future applications will not be considered unless the applicant has submitted this report.