



Faculty of Nursing University Conference Fund Program Guidelines & Application Instructions

DEADLINE: September 15, 2018

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

To ensure maximum use and distribution of the limited University of Alberta funds available, applicants are expected to seek other sources of support as well as submitting an application to this fund.

VALUE OF THE AWARD

One conference or symposium will be funded for \$3,500. This award is non-renewable and non-transferable.

ELIGIBILITY

Funds must be spent by March 31, 2019.

The fund may only be used to support conference costs and may include expenditures such as: honoraria to speakers; conference planners; travel, per diem, and accommodation for speakers; space and equipment rental; reproduction of materials; and proceedings. Each conference is eligible for only one conference grant.

Conference registration must be open (rather than by invitation only). Paid registration is strongly encouraged.

All full-time staff members and all registered students in the Faculty of Nursing at the University of Alberta are eligible to apply for support of appropriate conferences making contributions to scholarship. Conferences or symposia sponsored by students or student organizations must be co-sponsored by Faculty advisors willing to undertake responsibility for the award.

The following **are not** eligible for funding:

- Meetings of a purely consultative type (e.g. workshops and working groups)
- Courses for credit or sessions that aim to upgrade or enhance professional credentials
- Applications for visiting lecturers

NOTE: Retroactive applications will not be considered. The application must be received by the deadline, prior to the conference taking place.

APPLICATION PROCEDURE

Application forms are available on the Faculty of Nursing's Research Funding Opportunities webpage.¹ Only one application per competition may be submitted.

¹ <https://www.ualberta.ca/nursing/research/funding-opportunities>

Application Requirements

Observe the page limits. Additional pages may not be added unless specified. Where additional pages are allowed, use 12 point font, six lines per inch, with a minimum page margin of 2 cm ($\frac{3}{4}$ "). For each allowable page appended, place your name and title of the conference at the top of the page and clearly indicate the page number at the bottom of the page (e.g. 3a, 4a, etc.).

Complete and sign the University of Alberta Conference Fund application form. The Coordinator will facilitate obtaining signatures from the Faculty of Nursing Associate Dean (Research).

The application must be submitted electronically as a **single PDF file**, including the application form and any attachments. The signature page must be signed, scanned, and included in the PDF. The PDF file is to be sent by email to nursing.research@ualberta.ca on or before the deadline. Paper copies of the application and signature pages are not required.

Application Deadline

Applications must be received by:

September 15, 2018 @ 3:00 p.m. (MST)

It is the applicant's responsibility to ensure applications are received by the deadline. *If the deadline falls on a non-working day, applications are due the following business day.* **Late and / or incomplete applications will not be accepted.**

This is an internal competition and therefore a preliminary review of the application will not be conducted.

Direct questions applications to:

Research & Funding Support Coordinator

5-168 Edmonton Clinic Health Academy, University of Alberta

11405 87 Avenue

T6G 1C9

Telephone: (780) 492-6832

Email: nursing.research@ualberta.ca

PRIORITIES

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

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

For student applications, scholarly contributions to broader issues and effective public dissemination may receive higher priority in place of contribution to research and scholarship. Identify specific topics to be addressed as much as possible. [Note: Student applications must be co-sponsored by a Faculty advisor willing to undertake responsibility for the award].

ADJUDICATION

The Faculty of Nursing Research Review Committee (RRC) will review all eligible applications. The RRC members will select the best applications from all deserving proposals. Please take time to prepare an application that clearly outlines the merits of your request.

Adjudication following the competition deadline will occur within approximately 2-4 weeks. Applicants will be notified of the decision in writing and via email from the Coordinator on behalf of the Associate Dean (Research). Decisions are final and cannot be appealed.

All applications are reviewed based on merit. Criteria to consider in developing the University Conference Fund application are:

- Scholarly merit
- Evidence of serious application for other funding that is appropriate
- The identity and qualifications of key speakers (confirmed or tentative) and / or the general qualifications expected of other presenters
- Role of trainees

AWARD ADMINISTRATION

Details regarding the administration of the award will be provided in the Notice of Award.

The applicant must fulfill all conditions on awards prior to the conference date, unless the applicant seeks and obtains an exemption from this requirement prior to that date from the Associate Dean (Research). Failure to meet this requirement nullifies the award.

Awards are provided for the specific expenditures identified in the application and may not be used for other purposes. In exceptional circumstances, a change in expenditure may be approved. In this case, a written request explaining the need for the change must be submitted to the Associate Dean (Research), Faculty of Nursing (c/o Research & Funding Support Coordinator). Deviations from the budget will render the applicant ineligible to submit for future grants and/or other research related programs administered by the Faculty of Nursing.

In the event that a surplus remains 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).

Reporting Requirements

A final report is required within ***three months of the conclusion of the conference***. The report template will be forwarded to you by the Research & Funding Support Coordinator before the conclusion of your program and will include information regarding the following:

- **Support:** How was the University Conference Fund support recognized at the event (e.g. University of Alberta banner, logo on program, or other)?
- **Value:** Why was the University Conference Fund support helpful?
- **Outcomes:** Was the conference successful?
- **Financial Report:** A financial report detailing expenditures and balance of funds (if applicable) should be provided if available