

GUIDELINES AND INSTRUCTIONS FOR TRAVEL GRANT APPLICATIONS (2022-23)

TRAVEL GRANTS (TG) are competitively awarded to applicants giving paper or poster presentations at peer-reviewed, internationally recognized academic conferences.

The maximum grant available for any conference presentation is limited to \$1,000.

1. ELIGIBILITY

Requests for funding for research and creative activities are encouraged from the following members of the Bishop's academic community (here listed in priority):

- a) Continuing members of faculty and continuing librarians, including sabbaticants¹;
- b) All other full-time faculty and librarians (i.e. temporary and sessional appointments);
- c) Contract faculty and retired faculty and librarians.

When a grant holder is no longer a member of the Bishop's University academic community (as in the list above), all unspent funds will immediately revert to the Senate Research Committee.

Given increasing demand on internal research funds, externally-funded researchers are encouraged where possible to utilize those funds. Should they decide to apply to the Senate Research Committee, they must justify why they need additional funding.

2. CATEGORIES OF SCHOLARS

Funding is available for two distinct categories of scholars: emerging scholars and established scholars². For Travel Grants and Research and Creative Activity Grants, the SRC will assess applications from emerging scholars separately.

Emerging scholar: An emerging scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement, but is in the process of building one.

They must meet at least one of the following criteria:

¹ Funds requested should assist in supporting original research not connected directly with the acquisition of a higher degree. Specifically, applicants on funded study leaves or sabbaticals to obtain a higher degree are not eligible for support.

² We use the SSHRC definitions of an emerging scholar and an established scholar (<http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/definitions-eng.aspx#a12>).

- a) have completed his or her highest degree no more than six years before the competition deadline; **or**
- b) have held a tenured or tenure-track university appointment or a permanent librarian position or one leading to permanence for less than six years; **or**
- c) have held a university appointment, but never a tenure-track position; **or**
- d) have had his or her career significantly interrupted or delayed for health or family reasons within the past six years; **or**
- e) have not been active in research during his or her appointment at Bishop's but be seeking to become so.

Established scholar: An established scholar is someone who has established—or who, since the completion of their highest degree, has had the opportunity to establish—a record of research achievement.

3. EVALUATION

Proposals for funding will be evaluated under the following criteria:

- a) the significance of the conference within the discipline;
- b) the importance of the conference to the applicant's research program or creative activities;
- c) Outcomes of the previous Travel grants received (publications or applications to external funding) - not applicable to first-time applications.

The onus is on the applicants to provide detailed information on the quality and relevance of the conference they wish to attend.

4. APPLICATION

The SRC will holds two TG competitions per year, once in the Fall and once in the Winter. The deadline for the **Fall Competition is October 31st, 2022.**

Applicants may submit only one application for this competition and may hold only one TG per year.

Applicants can request funding for presentations given between October 1st 2022 and March 31st 2023.

The application form is available on the [BU Research Portal](#). It must be submitted electronically by clicking the SUBMIT button at the top of the screen.

Researchers should list their peer-reviewed scholarly publications or creative works using the standardized citation style of their discipline (e.g. APA, MLA). Double spacing should be used between each reference.

5. ELIGIBLE EXPENSES

The eligible expenses are for:

- a) Conference registration fees. Virtual conference fees are accepted, unless the conference is locally organized and / or is held in the region.
- b) Travel, accommodation and food costs, in compliance with the Travel Expense Reimbursement Policy of the University which is available at http://www3.ubishops.ca/fileadmin/bishops_documents/business_office/files/Bishops_Expens

[e Reimbursement Policy Jan12016.pdf](#).

6. REIMBURSEMENT

To obtain reimbursement, a Reimbursement Requisition Form must be submitted together with original receipts for eligible expenses to the Research Office. The form is available on the University website at <http://www3.ubishops.ca/business-office/forms-and-reports.html>. Reimbursement will therefore be based on actual expenses incurred. Cost overruns will be borne by the applicants.

One copy of the conference program and one copy of the paper or poster presented by the grant holder must be submitted in PDF to the Research Office with the request for reimbursement. Only researchers whose institutional affiliation includes Bishop's will be eligible for reimbursement.

TG cannot be used to attend conferences other than those approved by the SRC.

7. ACKNOWLEDGEMENT

Grant holders must acknowledge support from the University in all publications or public dissemination of research results achieved under the sponsorship of the grant.

8. INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM IN THE RESEARCH PORTAL

REMEMBER TO SAVE OFTEN!!!

Project Info Tab

Title: Enter the title of the paper/poster to be presented.

Start Date: Enter the start date of the conference.

End Date: Enter the end date of the conference.

Keywords: Not applicable.

Related Certifications: Not applicable.

SAVE!!!

Project Team Info Tab

Principal Investigator: Because you are filling out the application through your own Research Portal account, this section will be automatically populated. You should have updated your Profile in the Research Portal before completing the form. Phone and address fields don't have to be filled out.

Other Project Member Info: Not applicable.

SAVE!!!

Project Sponsor Info Tab

Click “Add New” to generate the Sponsor Info screen.

Agency: Click on Agency and search for Bishop’s University in the Agency Name Box or BU in the Abbreviation Box. Then select Bishop’s University.

Program: Select Travel Grants from the drop-down list.

Investigator: Because you are filling out the application through your own Research Portal account, this section will be automatically populated.

Competition Date: Enter the deadline date of the competition you apply to.

Start Date: Enter May 1 of the current Bishop’s fiscal year³.

End Date: Enter April 30 of the current Bishop’s fiscal year.

Currency Type: use CAD for Canadian dollars.

Fiscal Year: This field will be automatically populated once you have entered the start date.

Comments: Not applicable.

Click “Generate” to access the Funding Disbursement Info screen.

Requested Cash: Enter the amount requested.

Requested In-Kind: Not applicable.

Requested Overhead: Not applicable.

The sections that are greyed out cannot be completed by the applicant.

SAVE!!!

Travel Grant Application Form Tab

All fields indicated with a red * must be filled out.

Do not forget to complete the required fields in the four tabs.

SAVE!!!

Attachments Tab

No attachment required.

Approvals Tab

Not applicable.

³ Bishop’s fiscal year runs from May 1 to April 30.

Logs Tab

You can track all data entry and workflow activities for this project by clicking on this tab.

Errors Tab

If this tab is displayed in red, this is an indication that a section of the form has not been properly filled out, and submission will not be possible. Click on this tab to see exactly which sections must be corrected. Once they are corrected, this tab will no longer be visible. Submission will then be possible.

Exporting the Application Form

You may export your application to Word or PDF by clicking on the buttons at the top of the page.

Submission

SAVE and click “Submit” to transfer your application to the Research Office, where it will be forwarded to the SRC members. No physical signature is required. By submitting through the Research Portal, you provide your electronic signature.

9. CONTACT INFORMATION

For more information, please contact Samia Mihoub at the Office of Research and Graduate Studies.

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