

GUIDELINES AND INSTRUCTIONS FOR TRAVEL GRANT APPLICATIONS

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**. *Costs overrun will be borne by the applicant.*

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); and
- 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 for 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.

1.1 Deceptive publishers

If the work under consideration has already been presented at a previous conference, a travel grant will NOT be awarded, unless it has been the subject of additional research leading to new results. However, a travel grant may be awarded for the presentation of a recently published journal article.

Presentation at "predatory conferences" will NOT be funded or reimbursed by the Senate Research Committee. BU's researchers are responsible for conducting due diligence on the integrity, history, practices, and the reputation of the conferences to which they submit manuscripts.

It is not always easy to recognize predatory journals since they comprise low quality journals characterized by poor peer review and questionable editorial practices; as well as others that publish without peer review. Nonetheless, the steps below can assist you in determining if a journal or publisher is predatory or not. Ask yourself:

- Is the publisher's name clearly displayed on the Journal Website?
- Is the journal published by an established publisher or recognized professional society?
- Has the journal got a registered ISSN?
- Do you recognize the name of the editor-in-chief or members of the editorial board? Are they experts in your field of research?
- Does the website explain the peer-review process including timeframes for the peer review?
- Are manuscripts submitted through an online submission system?
- Does the journal provide a sample of the Copyright Transfer Agreement on its website?

- ❑ Is the Journal included in legitimate abstracting or indexing services or databases? If it claims so, you must check that this is true.
- ❑ Is the publication schedule clear and consistent?
- ❑ Are the journal's Aim and Scope clearly stated?
- ❑ Does the journal post a statement about its ethical practice? Does it appear to adhere to Principles of Transparency and Best Practice in Scholarly Publishing?
- ❑ Is the publisher a member of the Committee on Publication Ethics (COPE) or the International Association of Scientific, Technical & Medical Publishers (STM)?
- ❑ If Open Access, is the journal listed in the Directory of Open Access Journals (DOAJ)? Is the publisher a member of the Open Access Scholarly Publishers Association (OASPA)?

The above questions rely on your own ability to detect predatory practices. For more details about deceptive publishers, consult this resource made available by our Library:

<https://ubishops.libguides.com/DeceptivePublishers>

If you need to further your inquiry about a specific journal or a publisher, you may log onto:

<https://thinkchecksubmit.org/journals/>

<https://thinkchecksubmit.org/books-and-chapters/>

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.

Emerging scholars must meet at least one of the following criteria:

- a) have completed their 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 their career significantly interrupted or delayed for health or family reasons within the past six years; **or**
- e) have not been active in research during their appointment at Bishop's but are seeking to become so.

Established scholar: Established scholars are those who, since the completion of their highest degree, have had the opportunity to establish a record of research achievement.

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>).

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) the likelihood of the conference presentation resulting in a publication, with peer-reviewed publications given priority.

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 hold two TG competitions per year, one in the Fall and one in the Winter.

Deadlines are:

Fall	October 31 st
Winter	April 30 th

If the date falls on a weekend or a holiday the deadline is extended to the next business day!

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

As of a recent update by the SRC Committee, a Travel Grant can be requested retroactively 6 months back after the conference has been attended.

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

- a) Conference registration fees. Virtual conference fees are accepted.
- b) IF TRAVEL IS ALLOWED: Travel, accommodation, and food costs, in compliance with the Travel Expense Reimbursement Policy of the University which is available at:
https://mybu.ubishops.ca/businessoffice/Policies/Bishop's%20Expense%20Reimbursement%20Policy_Jan2023%20-%20rates%20revised%20only_%C2%AD_.pdf

6. REIMBURSEMENT

To obtain reimbursement, a *Reimbursement Requisition Form* must be submitted with corresponding receipts for eligible expenses to the Research Office. The form is available on: **MyBu/ubishops.ca/Business Office**.

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.

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

This is basically the same form as the one you are used to filling out already for travel grant applications! 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

One copy of the conference program and one copy of the paper or poster presented by the applicant must be submitted with the application.

Approvals Tab

Not applicable.

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 Research Office and Graduate Studies at researchoffice@UBishops.ca.

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