Deadlines & Submission Instructions

Please read all instructions before completing the form.

**Deadlines**
The deadlines for applications for the Faculty of Arts Conference Fund are April 15 and October 15. If these dates fall on a weekend, applications will be accepted the following business day.

**Submission instructions**
Email a copy of your application to Nancie Hodgson: @ resarts@ualberta.ca

For assistance or more information
If you require assistance or additional information, contact: Nancie Hodgson:@ resarts@ualberta.ca

Terms of Reference

**Purpose**
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. Grants are awarded to organizers in two categories (but using the same application form): I. Academic Staff; II. Students. The funding for the Conference Fund comes from 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.

**Criteria**
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; and

Role of trainees.

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

**Eligibility**
The fund may only be used to support conference costs including: honoraria to speakers; travel, per diem, and accommodation for speakers; space and equipment rental; reproduction of materials and proceedings.

Each conference, symposium or colloquium is eligible for only one conference grant. “Symposium” or “Colloquium” is defined for the purposes of this program as typically three or fewer speakers for one day or less on a single theme, generally for a modest, essentially local audience.

All full-time staff members and all registered students in the Faculty of Arts 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.
Meetings of a purely consultative type are not eligible, e.g., working groups. Faculty or Departmental “Research Days” are not normally funded.

Courses for credit or sessions that aim to upgrade or enhance professional credentials are not eligible.

If your conference/symposium/colloquium is to be held before December 15 (for the October competition) or June 15 (for the April competition). Please contact Nancie Hodgson at resarts@ualberta.ca prior to the date for which the event is scheduled.

**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 contributions 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**

*Exceptionally* this competition will be adjudicated by the office of the Associate Dean (Research). An application may be rejected if it is found to be unsatisfactory or incomplete in some part.

Successful applications will be awarded funding according to the following criteria: **$2,000** for Conferences held on-Campus or in Edmonton; **$1,000** for Conferences held off-Campus (within Alberta); and **$1,000** for Symposium/Colloquium.

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

**How to Apply**

Submit completed official applications as early as possible.

Submit a draft program, or call for proposals indicating presenters (indicate if tentative or confirmed) and their qualifications, and the general qualifications expected of presenters.

It will take approximately six weeks to consider and adjudicate an application following the competition deadline.

There is no provision for appeal of funding decisions. Retroactive applications are not allowed.

**Award Administration**

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.

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).

For more information on Conference Fund financial administration, see the attached information sheet.

**Report Requirements**

A final report is required within six months of the conclusion of the conference. It should consist of one page, and include the following:
• How was the Faculty of Arts Conference Fund support recognized at the event e.g. banner, logo on program, or other?

• Why was the Faculty of Arts Conference Fund support helpful?

• Was the conference successful?

• A balance sheet should be provided if available.

The template can be found on the webpage.

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