



UNIVERSITY  
OF MANITOBA

OFFICE OF THE VICE-PRESIDENT  
(RESEARCH AND INTERNATIONAL)

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September 5, 2014

**TO:** Deans, Associate Deans, Directors, and Department Heads

**FROM:** Dr. Digvir Jayas, Vice-President (Research and International)  
Dr. Joanne Keselman, Vice-President (Academic) and Provost  
Mr. Paul Kochan, Vice-President (Administration)

**RE:** \*Conference Sponsorship Program and Student Travel Support to Competitions  
Call for Applications – Deadline: Friday, October 31, 2014 – 4:00pm

**\*CHANGE NOTICE:**

1. As of September 2014 onward, this program will now be referred to as the:  
**Conference Sponsorship Program and Student Travel Support to Competitions**
2. As of September 2014 onward, applications for funding support for FACULTY TRAVEL to CONFERENCES will no longer be eligible under this Program. FACULTY members are encouraged to seek funding support for such travel from their respective Deans/Department Heads. Travel to attend conferences directly related to research may be funded from the research grants of Researchers. Also, the Office of the Vice-President (Research and International) administers a UM/SSHRC International Conference Travel Grants Program semi-annually with details at:  
[http://umanitoba.ca/research/ors/internalfunding\\_deadlines\\_forms.html](http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html)

We are writing to initiate the call for applications for the semi-annual Conference Sponsorship Program and Student Travel Support to Competitions. (The next call for applications will be for March 31st, 2015.)

Our offices have jointly allocated a total budget of \$30K/year (\$15K/competition) for this program with priority consideration given as follows: where the University's exposure (in descending order) is international down to departmental; academic value; and financial support provided by the Department and/or Dean/Director offices.

The *Conference Sponsorship Program* is designed to **primarily** support the:

- A) Attraction of Conferences to the University of Manitoba.** Applications for funding to *host* these Conferences are accepted from **FACULTY** and **STUDENTS**.

The *Student Travel Support to Competitions* portion may also be awarded under this fund as follows:

- B) Student Group Travel to Competitions** outside of Manitoba. Student Groups must:
- i. be **traveling to "Competitions"** at a National or International level
  - ii. be **representing** the University of Manitoba in the competition

**NOTE:** Student travel costs to solely attend Conferences are **NOT** funded under this Program

Applications **will not** be accepted for Conferences/Competitions which will take place **prior** to the competition deadline date.

**Application packages MUST be accompanied by:**

- 1) **Application Form** – Completed in full and **signed** by:
  - i. **Applicant**
  - ii. **Department Head**
  - iii. **Dean/Director**
  - iv. (and if applicable, **Supervisor** - required for all STUDENT requests)
- 2) **A Budget** outlining income amounts, funding sources and anticipated expenses.
- 3) **Written Support** describing the merits of the proposal must be provided from the:
  - i. the Applicant's **Department**
  - ii. (and if applicable, **Supervisor** – required for all STUDENT requests)
- 4) **Matching Financial Support** provided by the **Department and/or Faculty** (and if applicable, the **Supervisor**) is *expected to be equal to the Applicant's request* for funding through this program.

Funding for successful applicants will be transferred to the respective Office of the Dean/Director; that office will arrange for the disbursement of funds.

The **Faculty Application Form** and the **Student Application Form** are available electronically at:  
[http://umanitoba.ca/research/rh\\_awards\\_conference\\_sponsorships.html](http://umanitoba.ca/research/rh_awards_conference_sponsorships.html)

Please forward **completed** and **signed** application to:

Judith Mate  
 Office of the Vice-President (Research and International)  
 207 Administration Building  
 (Phone: 207-474-7952 or Email: [Judith.Mate@umanitoba.ca](mailto:Judith.Mate@umanitoba.ca) for more information)

**The deadline to submit the Conference Sponsorship Program and Student Travel Support to Competitions applications is Friday, October 31, 2014 – 4:00pm**

/jm  
 Encl.

cc: Dr. David Barnard, President & Vice-Chancellor  
 Mr. John Kearsy, Vice-President (External)  
 Dr. David Collins, Vice-Provost (Academic Planning & Programs)  
 Dr. James Blatz, Associate Vice-President (Partnerships)  
 Dr. Gary Glavin, Associate Vice-President (Research)  
 Mr. Brendan Hughes, Director – Student Life