

(REVISED as of the start of the Fiscal Year - April 01, 2016)

Conference Sponsorship Program and Student Travel Support to Competitions

Guidelines

The Office of the Vice-President (Research and International) at the University of Manitoba administers the Conference Sponsorship Program *and Student Travel Support to Competitions* three (3) times per year, with “Calls for Applications” and deadline dates as shown below.

Call for Applications and Submission Deadlines

The “Call for Applications” is initiated approximately 6-8 weeks prior to the corresponding deadline date indicated below via an electronic “Call for Applications” letter sent out by the *CSP Program Assistant to the “DDD List” (Deans/Directors/Department Heads).

Date of “Call for Applications”	Submission Deadline
mid April	June 15 th by 4:00 p.m.
mid August	October 15 th by 4:00 p.m.
mid December	February 15 th by 4:00 p.m.

Note: If a deadline above falls on a weekend or a statutory holiday, the deadline is extended to the next business day.

The Conference Sponsorship Program *and Student Travel Support to Competitions* has an annual budget of \$60k per year; the allocation per competition is \$20k.

The current Adjudication/Award Selection Committee is comprised of:

- Dr. Jay Doering, Associate Vice-President (Partnerships) on behalf of the Office of the VP (Research & International)
- Dr. David Collins, Vice-Provost (Integrated Plan/Academic Program) on behalf of the Office of the Provost & VP (Academic)
- Mr. Brendan Hughes, Executive Director, Student Engagement (a division of Student Affairs) on behalf of the Office of the VP (Administration)

Objective

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

- **Attraction of Conferences to the University of Manitoba.** Applications for funding to host these conferences are accepted from both **Faculty** and **Students** (Graduate and Undergraduate).

However, in some circumstances, this Program also provides funding for proposals from Student Groups for:

- **Student Group Travel to Competitions.** These Student Groups must be:
 - i. **Undergraduate Students traveling to “Competitions”** at a National or International level; and
 - ii. Representing the University of Manitoba in the competition.

NOTE: Student Travel costs solely to attend/present at Conferences are **NOT funded** under this Program.

Funding Priority

Conference sponsorship applications will be prioritized as follows:

- 1) **Conferences hosted at the University of Manitoba** (by Faculty or Students) and ranked based on a weighted combination of exposure, *i.e.*, international, national, provincial, university, and the confirmed (or conservative estimate of expected) attendance at each level of exposure.
- 2) **Academic Value** of the Conference or Competition.
- 3) **Matching Financial Support** - At minimum, must be equal to or greater than amount requested from the CSP fund by the Applicant, and provided (in any combination above) by BOTH the:
 - i. Department Head (except where a Faculty has no Departments – *i.e.*, Social Work; Music, Nursing, ...)
 - ii. Dean/Director

Application Package Checklist

A complete Application Package consists of **all** the following:

1. Application Form

- completed in full
- signed by:
 - the Applicant
 - Department Head
 - Dean/Director
 - Supervisor (required for student requests)

2. Budget - The budget should indicate:

- all source(s) of revenue and the corresponding amount;
- anticipated expenses (please itemize); and
- conference sponsorship requests should indicate the support provided by the parent organization or other external sources.

3. Written Support describing the merits of the proposal must be provided from:

- Department Head; and
- Dean/Director; *and*
- Supervisor (in the case of all Student Conference/Travel to Competitions requests).*

4. Matching Financial Support. At minimum, must be equal to or greater than the amount requested from the CSP fund by the Applicant, and provided (in any combination above) by BOTH the:

- Department Head;
- Dean/Director;
- Supervisor (optional).*

[Complete] Applications are to be sent to:

Judith Mate
Assistant to Dr. Jay Doering, Associate Vice-President (Partnerships)
Office of the Vice-President (Research and International)
207 Administration Building

Note: Please remember complete applications are due no later than 4:00 p.m. of the stated date.

Dissemination of Results

The results of a competition are normally announced approximately four (4) weeks following the relevant deadline date.

- Applicants will receive “Awarded” or “Declined” letters in PDF format via email from the CSP Program Assistant; the applicant’s Department Head, Dean/Director (*and Supervisor – if applicable*) will be copied on this email; and
- The “Awarded” amounts will be communicated to the VPRI Senior Budget Officer (Laura Deen) who will contact the Budget Managers of the offices of the Deans/Directors for the “Awarded” applicants and arrange for the disbursement of funds.

***CSP Program Assistant** is assigned to **Judith Mate**, the current VPRI Assistant to the AVP (Partnerships).

Post Conference Reporting

Following the conference, successful applicants will be asked to confirm:

- the attendance at each exposure level; and
- the funds were received from all funding partners.