

(REVISED as of April 15, 2018)

## **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).

<b>Date of “Call for Applications”</b>	<b>Submission Deadline</b>	<b>Conference &amp; Student Travel Dates</b>
mid April	June 15 <sup>th</sup> by 4:00 p.m.	Sept/Oct/Nov/Dec
mid August	October 15 <sup>th</sup> by 4:00 p.m.	Jan/Feb/Mar/Apr
mid December	February 15 <sup>th</sup> by 4:00 p.m.	May/June/July/Aug

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

Please note that applicants can apply outside the normal application window identified in the current application requirements when:

- A competition is being held to “Award the Conference Host” (i.e., having “secured funds” is advantageous in an external application/bid to an organization to choose the University of Manitoba as the host location for its conference) and where it is necessary to have a decision regarding “secured funds” in order to apply for hosting such an event; or
- It is necessary to have a decision in time to apply for external agency matching funds to support the conference.

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)

#### **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. 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).*

\*Please note that letters of support are no longer required.\*

**[Complete] Applications are to be sent to:**

Office of the Vice-President (Research and International)  
202 Administration Building  
Phone: 204-474-6915  
Email: conferencesponsorship@umanitoba.ca

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 **Confidential Assistant, VP (Research & International)**

**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.