

(REVISED as of April 2024)

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 | Conference & Student Travel Dates |
|--|--|--|
| mid April | June 15 th by 4:00 p.m. | Sept/Oct/Nov/Dec |
| mid August | October 15 th by 4:00 p.m. | Jan/Feb/Mar/Apr |
| mid December | February 15 th 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. Hans-Joachim Wieden, Associate Vice-President (Partnerships, Knowledge Mobilization, and Innovation) on behalf of the Office of the VP (Research & International)
- Dr. Greg Smith, Deputy Provost (Academic Planning and Programs) 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 electronically to:

Office of the Vice-President (Research and
International)
Email: conferencesponsorship@umanitoba.ca

Note: Please remember complete applications are due no later than 4:00 p.m. of the stated date. Since forms are now being accepted electronically through Formstack, please ensure that **all required fields are filled** in the form, including emails. Signatures will be automatically collected via email by the Formstack Sign function.

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 VPRI Finance, 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.