



UNIVERSITY
OF MANITOBA

OFFICE OF THE VICE-PRESIDENT
(RESEARCH AND INTERNATIONAL)

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August 13, 2015

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: Thursday, October 15, 2015 – 4:00pm**

***Please see important CHANGE NOTICES to this Program outlined on page 3**

We are writing to initiate the *second* “Call for Applications” of our new *3 (three) cycles of competition deadlines per Fiscal Year schedule* for the Conference Sponsorship Program and Student Travel Support to Competitions.

The *October 15, 2015 - FALL Deadline* will cover Conferences/Student Travel Support to Competitions occurring in the *Winter Term months of January/February/March/April 2016*.

The *third* of the three competition deadlines will be *February 15, 2016*.

Our offices have jointly allocated **a total budget of \$60K/year (\$20K/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. *Priority consideration will also be given to applications where financial support is provided by **both** the Department Head **AND** the Dean/Director.

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

Individuals may also apply; however, Groups/Teams will be given priority consideration.

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** - **NOTE:** *Priority consideration will be given to applications where financial support is provided by **both** the **Department Head** **AND** the **Dean/Director** (total *expected to be equal to the Applicant's "Amount Requested \$"*).
 - Any "Amount Requested \$" *in excess* of the *total matching financial support* will not be funded.
 - Also, due to the demands on this Program, there may be instances where only "*partial funding*" of the "Amount Requested \$" may be awarded.

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

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 for more information)

The deadline to submit the Conference Sponsorship Program and Student Travel Support to Competitions applications is Thursday, October 15, 2015 – 4:00pm

/jm
Encl.

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

SEE: Important CHANGE NOTICES on page 3

***Important CHANGE NOTICES to the Conference Sponsorship Program:**

A) As of September, 2014 onward:

1. This program will now be referred to as the:
Conference Sponsorship Program and Student Travel Support to Competitions
2. 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; see details at: http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html

NOTE: **Graduate Students** seeking funding support for **TRAVEL to CONFERENCES** should contact the Faculty of Graduate Studies for such opportunities; see details at: http://umanitoba.ca/faculties/graduate_studies/funding/forms.html under the *Graduate Student Travel Award*.

B) As of this **Fiscal Year (April 01, 2015 to March 31, 2016) and onward:**

1. We are pleased to announce that funding to this Program has increased and our offices are now able to jointly allocate **a total budget of \$60K/year (\$20K/competition)**
 2. As a result of this increase in funding, this Program will now have **3 (three) cycles of competition deadlines** per Fiscal Year as follows:

Covers Conferences and Competitions occurring in:

SPRING Deadline: (covers FALL Term)	June 15	→	September/October/November/December
FALL Deadline: (covers WINTER Term)	Oct 15	→	January/February/March/April
WINTER Deadline: (covers SPRING/SUMMER Term)	Feb 15	→	May/June/July/August
 3. Priority consideration will be given to applications where **financial support is provided by both the Department Head AND the Dean/Director** (total expected to be equal to the Applicant's "Amount Requested \$").
 - Any "Amount Requested \$" in excess of the total matching financial support will not be funded.
 - Also, due to the demands on this Program, there may be instances where only "partial funding" of the "Amount Requested \$" may be awarded.
 4. The "Call for Applications" letter and corresponding application forms will be launched on our website at: http://umanitoba.ca/research/rh_awards_conference_sponsorships.html at least **6-8 weeks prior** to the competition closing dates.
 5. Adjudication of applications and subsequent Notification of Award letters will be **completed within 4 weeks** of the respective closing dates.
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