

FACULTY OF HEALTH

Conference Travel Funds Guidelines

Eligibility

Conference travel funds are awarded to full-time faculty members to offset the cost of travel to conferences. Only YUFA members whose home Faculty is the Faculty of Health are eligible to apply.

Conference travel funds will not be awarded retroactively. Only future travel is eligible. Applications should be submitted to the closest deadline that precedes the date of travel. Applications for travel that will occur after the next competition deadline will be deferred to the next competition.

Priority

Priority will be given to untenured YUFA members and to those who do not hold external funding.

The following activities will be given priority (in order):

- Presenting a paper or equivalent to a peer audience or accompanying your graduate students who are presenting a paper or equivalent to a peer audience
- Organizing, chairing or participating in a session as a panel member
- Attending a conference, but not presenting, for networking purposes.

Faculty members are expected to apply to external sources of funding or internal York funding for travel, if they are eligible. Details of the SSHRC Conference Travel Grant are available through the Faculty of Health Research Support Office.

Amount

Conference travel funds are adjudicated by the Research and Awards Committee. The amount awarded will depend on the number of eligible applicants to each competition. YUFA members may receive a maximum of \$1,000 per fiscal year (May 1 – April 30). This maximum can be made up of multiple smaller awards if appropriate.

Supporting Documents

All applications must include an official quotation showing the lowest possible fare and all other relevant documents showing anticipated expenses (e.g. accommodation, registration fees). A letter of invitation/acceptance, a copy of the program, or evidence of submission to a conference is required. Acceptance is not required to apply for funds, but funds will not be released until acceptance has been demonstrated.

Deadline

Applications will be considered three times each fiscal year, on **May 1, October 1, and February 1**. Kindly note that if the deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Please submit the application form and all supporting documentation to hlthrsch@yorku.ca or to the Faculty of Health Research Support Office, 428 HNES (Health, Nursing and Environmental Studies building).

Questions?

For more information, please contact the Administrative Secretary in the Research Support Office at extension 21006 or by email at hlthrsch@yorku.ca.

FACULTY OF HEALTH
Conference Travel Funds Application Form

APPLICANT INFORMATION
Name:
School or Department:
Tenured YUFA member <input type="checkbox"/> Untenured YUFA member <input type="checkbox"/>
CONFERENCE DETAILS – Please attach letter of invitation/acceptance or evidence of submission
Title of conference:
Organizing body:
Dates:
Location:
Please describe the nature of your contribution: <input type="checkbox"/> I am presenting a paper <input type="checkbox"/> My student is presenting a paper <input type="checkbox"/> I am organizing, chairing or participating in a session as a panel member <input type="checkbox"/> I am not presenting, but attending for networking purposes

EXPENSES – Please attach official quote for lowest fare and all other relevant materials

Return transportation: \$

Registration fees: \$

Other expenses (please explain): \$

TOTAL REQUESTED (Maximum \$1000): \$

REPORT ON USE OF PAST FUNDS – Only applicants that have previously received a Conference Travel award need to complete this section. Recipients must confirm the use of their previous award before new funds will be granted.

Title of Conference:

Did you use the full amount of your Conference Travel Funds award? Yes No

If not, you will be expected to apply the balance of remaining funds to the current application.

INTERNAL USE ONLY

Date received:

Received by:

Research Support Office Comments:

Result of Adjudication:

Date:

Amount Awarded: \$