UBC Okanagan Campus
Internal Grants Program Terms
CONFERENCE/WORKSHOP GRANT

Value: up to $5,000

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Results Expected</th>
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<tbody>
<tr>
<td>February 15</td>
<td>April</td>
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<tr>
<td>4:00 PM</td>
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<tr>
<td>August 15</td>
<td>October</td>
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<td>4:00 PM</td>
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Applications must be submitted by 4 pm on one of the deadline days above. If this date falls on a weekend or holiday the deadline will move to the first working day that follows.

Details
Purpose: To support short-term working groups or conferences hosted by UBC Okanagan, either on campus or within the Central Okanagan region, or a combination thereof. It is expected that some scholars from outside UBC Okanagan will be invited to campus to participate in the conference or workshop. In addition, faculty and students at the Okanagan campus should be involved if possible. Open to all disciplines, the program expects that additional funding from external sources may be required for larger meetings and/or that registration fees are to be levied to participants to help cover costs. As well, additional funding support indicates additional support for the conference/workshop.

A conference can be defined as a scholarly event usually lasting one day or longer that:
1. Focuses on one or more distinct themes in the conference discipline;
2. Is open to Canadian and international researchers as well as students both graduate and, where appropriate, undergraduate.

The term workshop can be defined as a small, closed invitational event with an objective to:
1. Develop a particular research or scholarly agenda or delineate specific research questions and needs;
2. Produce a concrete deliverable.

Adjudication: Grant applications will be assessed by the Internal Research Grant Committee. It is expected that the competition results will be announced within six weeks of the competition deadline.

Award Criteria: Applications should address the following criteria:
1. The main concentration or focus of the conference/workshop;
2. The quality and diversity of the participants: Who is the intended audience? How many meeting participants are expected in total? Who are the intended speakers/participants and what is their respective expertise?
3. The quality and importance of the conference/workshop and its contribution to research and scholarship;
4. The contribution of the conference/workshop to the advancement of research and to enhancing the visibility of UBC O research and researchers;
5. Proposed or expected outcomes/outputs of the conference/workshop (e.g. potential future research funding, publications, etc.); and,
6. The benefit to/involvement of students;
Each of these categories has equal weight in the ranking of the applications. A maximum of $5,000 for a workshop or conference will be awarded in this program.

**Eligibility:** All full-time faculty members in either the professorial or teaching stream are eligible; this includes the ranks of Assistant Professor, Associate Professor, Professor, Instructor I and II, Senior Instructor and Professor of Teaching. Faculty members on study leave who will be returning to UBC Okanagan at the conclusion of their leave may also apply.

- Applicants must be a member of the conference/workshop organising committee;
- Applicants may receive research conference/workshop funding once every two years. Annual conference/workshops are limited to funding once every three years.
- The applicant shall have, at the time of application for the funding, a term of appointment spanning the period of funding, or a signed commitment for a term of employment spanning the period of funding;
- Successful applicants may apply for other Internal Research Grants while holding a Conference/Workshop Grant;
- For your application to be considered, all required final reports for any grant awarded through the Internal Research Grant Program (Travel Grant, Individual Research Grant, Interdisciplinary Collaborative Grant, Publication/Production Grant, SIG) must be submitted to the Office of Research Services (ORS) by the deadline date for the competition you are applying for.

**Non Eligible:**
- Professors Emeriti
- Research Associates
- Postdoctoral Fellows
- Visiting Scholars
- Sessional Lecturers
- Part-time appointees

**How to Apply**
Complete the Conference/Workshop Application Form and Internal Research Grant Checklist after carefully reviewing the award criteria and eligibility information. The application must be the original copy, single-sided and not stapled, and must contain copies of all required documentation, including the following attachments:

a. Final Report for any previous UBC Okanagan Internal Research Grant(s) if not previously submitted
b. Draft agenda/program
c. Airfare/accommodation details (if included as an expense)
   d. UBC CV (including publication list) or CCV (for primary applicant only); this replaces the previously required personal data form.
e. Budget Table and Justification completed
f. Letters of support/notice of funding from contributing organizations (if applicable)

If any of the mandatory documentation is unavailable at the competition deadline, an explanatory note must be included with the application. In the case of an incomplete application, a committee decision to award a grant will be made on a provisional basis only, pending receipt and review of the necessary documentation.

**Signatures:** The original (no photocopies or facsimiles) signatures of the applicant, Department/Unit Head (if applicable) and Dean or Dean Designate must accompany all applications.
Application Submission

When the application is complete, submit the original copy of the application (including the required attachments) to the Office of Research Services at UBC Okanagan. The application must be received by 4:00 pm on the deadline day.

Office of Research Services, UBC Okanagan Campus
FIPKE 336

PLEASE NOTE: Supplementary documentation will not be accepted after the application has been submitted, unless requested by the Office of Research Services. Late applications will NOT be accepted.

Additional Information

Budget: In the Budget Justification section of the application form, please clearly identify exactly what the funds will be used for. Attach additional budget details if necessary.

Eligible Expenses: Only those costs directly associated with the conference/workshop will be considered. The following are for guidance only, and are not intended to be all-inclusive. The fund presume applicants already possess adequate research infrastructure (office equipment and furniture, computers, phone line, internet connections). Eligible expenses include: administrative costs, travel and subsistence fees for out of town speakers/guests (for a maximum of 2 nights), refreshments (non-alcoholic), supplies, publication of conference/workshop proceedings, and registration fees. Honoraria and UBC O room booking fees are not eligible expenses. Queries regarding expense eligibility should be directed to the Office of Research Services at 250-807-9412.

No additional funds will be provided for the conference/workshop through the Internal Research Grants program.

Grant Administration:

- Individual P/Gs (research accounts) will be established for each grant holder.
- Expenditures against this P/G will be processed through the grant holder’s Faculty/Unit office.
- This award can only be used for the expenses as outlined in the budget.
- No extensions will be permitted.
- The end date of the grant award will be six months after the date of the conference/workshop.
- Only expenses incurred within the term of the award are eligible for reimbursement.

Reporting: All grant holders are required to provide a brief report of their conference/workshop events and attendance no later than six weeks after the event is completed. Failure to report will prevent acceptance of any future Internal Research Grant applications. A financial report must be included.

Other: The proposed conference/workshop may include participants from national and/or international locales. Proposed conferences must be open to student participation with reduced fees (if applicable) for UBC Okanagan students.

Please inform ORS immediately if you decide to decline this award, or if circumstances have changed such that it is no longer required; failure to do so may affect future Internal Research Grant applications.