

## **FACULTY CONFERENCE TRAVEL AWARD**

The goal of the Faculty Conference Travel Award is to encourage activities that build the profile of the School by increasing Sprott faculty research and participation at conferences.

- The travel award is determined for each budget year (May-April), on a first-come, first-served basis, subject to available funds. Every effort will be made to forecast annual needs such funds are distributed equitably, but researchers are encouraged to also seek funds from external sources as appropriate.
- The travel award is intended to support Sprott faculty members who are travelling to a conference at which they will be presenting a paper or, in exceptional circumstances, have a major role at the conference (e.g., Division, or Conference Chair, keynote speaker, editor). There is a limit of one travel award per author per paper/presentation. Travel awards are not transferable to students or co-authors.
- There is no restriction on the number of conferences, their location, or the type of expense (transport, hotel, meals, and registration) (up to the maximum approved amount).
- It is expected that presentations at conferences funded through the travel award fund will lead to conversion and journal publications.
- All recipients of travel awards may be asked to present their research at a Sprott Seminar.

**Budget:** Please note that all expenses must meet university travel policies and procedures.

- Transportation: Economy class air fare – reduced fares where available – or road/rail up to that amount. Within a 250 km. radius of Ottawa, bus or rail fare will be provided.
- Per Diem: the University does not reimburse for your per diem automatically. You are eligible to submit receipts for expenses up to the full amount of the daily per diem but without receipts you will not be reimbursed.

Please submit the Sprott Conference Travel Award Application Form (attached) to the Office of the Dean for review by the Associate Dean (Research and External). Applications must be received in advance of the intended trip as retroactive applications will not be considered.



Office Use Only	
Maximum allocation per annum	\$ 2,000
Funds approved to date:	\$( _____ )
Balance available:	\$ _____

## APPLICATION FOR FACULTY CONFERENCE TRAVEL AWARD

Name: \_\_\_\_\_

Conference: Name \_\_\_\_\_

Location \_\_\_\_\_ Dates: \_\_\_\_\_

Title(s) of paper(s) to be presented

Author(s) of paper(s) to be presented

**Please attach copies of:**

1. The abstract(s);
2. The acceptance by the conference organizers.

In the case of major role at a conference, please describe your role and attach supporting documentation from conference (e.g. webpage listing officers, etc.):

## FACULTY CONFERENCE TRAVEL AWARD P2

Very briefly describe the status of the research presented as part of the last three year's travel grants awarded (e.g. published in journal, R&R, submitted to journal, work in progress, etc.)

Year of Award	Title of Paper & Name of Journal	Status

**Total Estimated Expenses requested from the Sprott Research Fund**      \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Approval by Associate Dean (Research)**

**Comments**

**Amount** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_