



Terms of Reference

Purpose

The Conference Fund supports conferences and symposia or colloquia (as distinct from visiting lectureships) that contribute to scholarship and are sponsored or hosted by the University within Alberta. The funding for the Conference Fund comes from the Office of the Vice-President (Research).

To ensure maximum use and distribution of the limited Faculty of Education funds available, applicants are expected to seek other sources of support as well as submitting an application to this fund.

Criteria

- Scholarly merit
- Evidence of serious application for other funding that is appropriate
- The identity and qualifications of key speakers (confirmed or tentative) and/or the general qualifications expected of other presenters; and
- Conference registration must be open rather than by invitation only. Paid registration is strongly encouraged.

Eligibility

The fund may only be used to support conference costs including: honoraria to speakers; travel, per diem, and accommodation for speakers; space and equipment rental; reproduction of materials and proceedings.

Each conference, symposium or colloquium is eligible for only one conference grant. "Symposium" or "Colloquium" is defined for the purposes of this program as typically three or fewer speakers for one day or less on a single theme, generally for a modest, essentially local audience.

All full-time academic staff members in the Faculty of Education are eligible.

Meetings of a purely consultative type are not eligible, e.g., workshops and working groups. Faculty or Departmental "Research Days" are not normally funded.

Courses for credit or sessions that aim to upgrade or enhance professional credentials are not eligible.

Retroactive applications will not be considered. The application must be received by submission deadline prior to the conference taking place. The annual deadline is 4:30 PM January 2nd of each year. When this date falls on a weekend, the deadline shall be the following day of business.



Priorities

Conferences hosted at the University of Alberta will receive higher priority.

Scholarly research-related conferences will receive priority. Public dissemination of knowledge is valuable, but conferences emphasizing public dissemination alone, with little contribution to scholarship, receive low priority.

Adjudication

Competitions are adjudicated by SARAC (Scholarship and Research Awards Committee) consisting of three elected faculty members and chaired by the Associate Dean of Research. An application may be rejected if the adjudicating committee finds it to be unsatisfactory or incomplete in some part.

Emphasis for adjudication will be on the scholarly merit of the Conference.

How to Apply

Submit a signed, electronic PDF version of the application form to *Education Awards, Scholarships and Grants*: edasg@ualberta.ca

It will take approximately four weeks to consider and adjudicate an application following the competition deadline.

There is no provision for appeal of funding decisions.

Retroactive applications are not allowed.

Award Administration

The applicant must fulfill all conditions on awards prior to the conference date, unless the applicant seeks and obtains an exemption from this requirement prior to that date from the Associate Dean of Research. Failure to meet this requirement nullifies the award.

Normally, the Conference Fund award amount will not exceed \$7,000.

For more information on Conference Fund financial administration, contact:

Vivien Liew
(780) 492-0936
vliew@ualberta.ca



Deadlines & Submission Instructions

Please read all instructions before completing the form.

Deadlines

The annual deadline for the Faculty of Education Conference Fund is 4:30 PM January 2nd.
When this date falls on a weekend, the deadline shall be the following day of business.

Submission Instructions

Submit a signed, electronic PDF version of the application form to *Education Awards, Scholarships and Grants*: edasg@ualberta.ca

For assistance or more information

If you require assistance or additional information, email *Education Awards, Scholarships and Grants*: edasg@ualberta.ca

Electronic Forms

An electronic version of this form is available at:
<http://educadmin.ualberta.ca/content/forms-cabinet>