

## Travel Grant

**About /** The Faculty of Arts administers two Travel Grants (TGs) competitions each academic year (Fall: October 31 and Winter: March 31).

**Purpose /** TGs are intended to assist with the dissemination of SRC at conferences, workshops, and related professional meetings. There is an expectation that the presentations will lead to publication, in whole or part, of the research presented.

### Eligibility /

- All tenure-stream faculty members are eligible to apply.
- The SRC Committee will give priority to faculty members not holding current grants.
- Priority is given to applicants who are delivering a keynote, paper, poster; funding to act as a discussant or simply to attend a conference is given a lower priority.
- All TG applications must include a brief 1-paragraph summary of the paper/presentation and any communication received from the conference organizers confirming acceptance.
- Any paper, poster, or communication previously funded for travel by the Faculty of Arts will not be eligible for further funding.
- Only applications with travel dates 6 months before or 6 months after the competition closing date will be considered.
- **Virtual conference registration fees are eligible.**

**Amount /** The funds are for up to \$1,500 and can be used only for the specific conference/meeting identified in the application. Unused TG funding cannot be “banked” for other SRC activities/travel. The total amount of TG funding that can be claimed by an individual faculty member in an academic year shall not exceed \$1,500 across the Fall and Winter travel competitions. Departments are no longer required to contribute \$500.

**Review Process /** TGs are allocated on the basis of an internal review process by the Arts SRC Committee. Adjudication criteria include impact of the conference or meeting in the discipline, reasonableness and accuracy of proposed budget, the impact of previously funded travel grants as well as expected contribution to the faculty member’s overall SRC agenda. Competition results are not subject to appeal.

**Deadline /** All applications must be received by the deadline and submitted on-line through the Google Form using your TMU login. Only those applications that have been submitted as indicated will be adjudicated. Please be sure to click the submit button.

**Responsibilities /** Recipients of TG awards must submit the appropriate paperwork within 6 months of returning from the conference travel.

**Acknowledgement** / Successful applicants are required to acknowledge funding from the Faculty of Arts in all materials such as articles, books, posters, or conference presentations with statements such as the following: “The preparation of this [index/article/chapter/book/study/conference presentation, etc.] was supported with a grant provided by the Office of the Dean of Arts, Toronto Metropolitan University.” Faculty members are reminded of their Professional Development Allowance that can be used for travel purposes.