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| **Faculty Research Development Fund (FRDF)**  **Conference Travel Grant** |

**Eligibility Requirements**

* applicants must hold an eligible academic research appointment at Western and must maintain affiliation with Western for the duration of the grant period
* visiting fellows and scholars are not eligible
* support must be for scholarly activity in the humanities and the social sciences (SSHRC and CIHR)

**Considerations that will inform the evaluation process**

* first time applicants will be given priority
* applicants who have held an FRDF conference travel grant in the previous year but have unspent balance will not be eligible to apply
* while applicants are eligible to apply for the Travel and Research Grant competitions in the same year, there is no guarantee that both will be funded

**IMPORTANT INFORMATION AND REGULATIONS:**

*If you wish to receive a preliminary administrative review, email your application to gwhitloc@uwo.ca before the Dean’s deadline date.*

**DEADLINES:**

***Department Deadline:* May 15, 2017 *Dean’s Office Deadline:* May 22, 2017**

1. **Send a hard copy and one photocopy of your completed and signed application to your Department Administrative Assistant.**
2. **Email your completed application to Gabbi Whitlock at** [**gwhitloc@uwo.ca**](mailto:gwhitloc@uwo.ca)**.** *CV’s, quotes and other supporting documents can either be copied into the last page of your application or emailed as separate attachments.*

**REQUIRE ASSISTANCE?** Contact Gabbi Whitlock, Tel: 519-661-2111 ext 84559, E-mail: gwhitloc@uwo.ca.

**INVESTIGATOR PROFILE AND SIGNATURE: Principal Investigator:**

|  |  |
| --- | --- |
| Name: | Rank: |
| E-mail: | Telephone: |
| Department: | Faculty: |
| Building & room #: | **Signature of Applicant:** |

**SUMMARY:**

Project Title:

Total Amount Requested: $

**SIGNATURE:**

**Chair’s Signature:**

**Signature, Department Chair: Date:**

**Conference Travel Information:**

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| --- | --- |
| Name of Conference: |  |
| Nature of Conference:  (National, International, Other (please explain) |  |
| Precise Dates of Conference (From – To): |  |
| Sponsoring Organization: |  |
| Location of Conference (City and Country): |  |
| Frequency of Conference: |  |
| Year and location of your last conference attended: |  |
| ***A copy of conference prospectus or program must be included at the back of this application or emailed as a separate attachment.*** | |
| Role to be played by applicant:  **(Place an X to indicate your selection)** | Present paper (required condition) |
| Act as formal discussant |
| Preside over session |
| Other (please describe) |
| Has your paper abstract been officially accepted at time of application to this competition? Yes No  ***Include documentation confirming the paper’s acceptance or email separately. An award will be encumbered until this documentation is received by Dean’s Office.*** | |

**Paper Abstract:**

**Title:**

Abstract (maximum **one** page):

**BUDGET JUSTIFICATION**

An adequate budget justification is required. To avoid arbitrary decisions on the appropriate level of funding, where applicable, provide detailed explanations the following:

a) Costs

b) Importance of the conference to your research

c) Internationalization

d) Collaborations and partnerships

Applicants are required to provide written quotes for equipment, air and train fares (please scan if electronic copy unavailable and insert at the end of this document).

**CV, QUOTES AND OTHER SUPPORTING DOCUMENTS: On this page, please insert your full CV*,* required quotes and/or any other additional documents, such as confirmation of conference acceptance.**

**Please note that all CV submissions must include the following from the past 5 years: Publications, Graduate Student Supervision, and Funding for Pending, Present and Past Awards. *CV submissions will only be used for the purpose of this competition.***