Faculty of Science

Guidelines for requesting funds to support the organization of conferences/workshops and special lectureships

Criteria for funding decisions for conferences:

- Involvement of Science faculty and/or students in arranging the event with clear relevance to Science themes
- Anticipated size of the event
- Target audience
- Anticipated use of the funds within the conference budget
- Requests for matching funds have been made to the relevant Department and/or the office of the VP, Research Development & Service
- Funds have been or are being sought from other sources (e.g. corporate sponsorship)

Funding for conferences, subject to availability of funds, is provided as follows:

- Up to $500 in support of regional meetings
- Up to $1000 in support of national meetings organized by Science faculty and/or students and held within Ontario; speakers are primarily Canadian
- Up to $1500 in support of international meetings organized by Science faculty and held within Ontario; international speakers

Funding for student conferences

- Students must be registered in the Faculty of Science
- The purpose of the conference must be consistent with the primary mission of the Faculty
- Students should seek matching funding from their home dept &/or Science Students Council
- Funding of up to $750, subject to availability of funds

Requests should be submitted in writing to the Associate Dean, Administration. Such requests should describe the event in detail, including the draft program and a budget. Advertising and written materials should acknowledge any contributions from the Faculty of Science. Decisions will be made on April 1 and October 1 only.

Other opportunities for funding such events should be pursued, including collaborations with other UWO Faculties. Funding is to be used to help to cover costs over and above those covered by other mechanisms (e.g. registration fees), and needs to be supported with a financial summary following the meeting.

Special or Distinguished Lectureships

- Requests for financial support for invited speakers with decisions made on April 1 and October 1 each year, pending availability of funds.
- Such request must contain
  - a clear rationale for the anticipated expense;
  - the anticipated impact of the speaker;
  - what differentiates the speaker and his/her topic from being part of a regular departmental seminar series and;
  - other sources of funding sought or in place.
- Requests for support of speakers that can speak to more than one discipline and/or students (in a lecture or as a special event) or that will provide ‘joint’ seminars are likely to receive a higher priority.
- Up to $300 may be available