

Terms of Reference

Through the Dean's Support Fund for Student-Led Conferences, the Faculty of Graduate Studies and Research of the University of Alberta (FGSR) will promote graduate research, through supporting University of Alberta graduate students who are organizing research conferences.

To be eligible for funding, events must be:

1. Graduate student-organized events (leadership/organizing teams must be comprised mainly or entirely of graduate students);
2. Include original research presentations delivered by graduate students;
3. Events primarily intended for graduate students (50% of participants (or more) will be graduate students);
4. Open to multiple departments or faculties; and
5. Located in Alberta.

The total annual funding available for this program will be \$20,000. The total funding available for each individual event will be up to \$1000. Funds will be allocated over three submission periods (Fall term, Winter Term and Spring/Summer Term).

Eligibility

Organizers:

The fund will support student-organized events only. Event leadership/organizing teams must be comprised mainly or entirely of graduate students. Currently registered University of Alberta graduate students must be part of the leadership/organizing team.

Participants:

The fund will support events that are primarily intended for graduate students (50% of participants (or more) will be graduate students).

Priority will be given to events with large numbers of University of Alberta graduate students attending.

Events must be open to students from multiple departments/faculties and priority will be given to events which support the interdisciplinary exchange of ideas.

Content:

Events must include original research presentations delivered by graduate students.

Oversight:

Events must be endorsed by a department or faculty of the University of Alberta (the "sponsoring unit"). Funds will be transferred to an operating account of the sponsoring unit.

Eligible Expenses:

Eligible expenses will include: speaker expenses (fees, travel, accommodation, food); event supplies; space rental; food; and advertising. All other proposed expenses will be considered on a case-by-case basis, but cannot include ineligible expenses (listed below).

Ineligible Expenses:

Ineligible expenses will include: alcohol; participant travel and/or accommodation; social events; and the services of the organizing committee.

Funding

The FGSR Dean's Support Fund for Student-Led Conferences will provide up to \$1000 per event.

Application Periods

Applications must fall within one of the following windows of eligibility: Fall term, Winter Term and Spring/Summer Term. Applications will be accepted beginning on the first instructional day of the period, with funds distributed to eligible events on a first-come, first-served basis. Applications must be received a minimum of four weeks before any scheduled event, and no more than 4 months ahead.

Selection

Funding decisions will be made by the Dean of the Faculty of Graduate Studies and Research (or a designate), based on the eligibility criteria. In the event that demand exceeds the funding available, priority will be given to events which support the interdisciplinary exchange of ideas.

Fund Disbursement

Approved funds will be transferred to an operating speed code provided by the sponsoring unit within four weeks of approval of the application. Unspent funds associated with this request must be returned to the Faculty of Graduate Studies and Research within 30 business days of the end of the event.

Publicity

Event organizers will be expected to recognize the support of the Faculty of Graduate Studies and Research in event promotional materials. These include, but are not limited to, event programs, websites, and posters.

Reporting

Organizers of approved events are required to provide the Dean of FGSR with a financial report and a one page event summary within 30 calendar days of the end of the event.

The financial report will verify that funds were expended for the purpose of the event. Copies of receipts should be included. Funds can be allocated for any eligible event expenses (see "Eligible Expenses" and "Ineligible Expenses"). In the event that all the funding is not used, the sponsoring unit will return the unspent funds to the FGSR within four weeks of the conference date.

The event summary will include a description of who attended the event, a final agenda and a 300-word description of what the organizers of the event learned that they can apply to future event organization.

Key Principles:

All participants must adhere to all University of Alberta policies and procedures. This includes, but is not restricted to, the Code of Student Behaviour, and the Goods and Services Expense Reimbursement Procedure.

Allocation of support is solely at the discretion of the Dean of FGSR (or designate). Decisions are final and cannot be appealed.

The Dean of FGSR may apply other accountability and/or publicity requirements at the time the activity is evaluated.

How to Apply

Applications can be submitted to the Faculty of Graduate Studies and Research by email directed to: grad.mail@ualberta.ca.

Please note that:

- Applications must fall within one of the following windows of eligibility: Fall term, Winter Term and Spring/Summer Term.
- Applications will be accepted beginning on the first instructional day of the period.
- Applications must be received a minimum of four weeks before any scheduled event, and no more than four months ahead.

Applications must include all of the following elements. Incomplete applications **will not** be considered.

1. Title of event.
2. Event description, including an explanation of how this event will promote University of Alberta graduate student research (no more than 150 words).
3. Explanation of how the event promotes interdisciplinarity at the University of Alberta.
4. Applicant contact information (please include this information in your covering email and all other correspondence):
 - a. Name
 - b. University of Alberta email address
 - c. Phone number
 - d. Mailing address
 - e. Name of group organizing the event
 - f. Name of the sponsoring unit (department or faculty)
 - g. Name and University of Alberta email address of the key contact (faculty or staff member) in the sponsoring unit
5. Description of the organizing team. Please indicate which members are currently registered as graduate students at the University of Alberta.
6. Date and location of event.
7. Event target audience (should include which U of A departments/faculties are participating).
8. Projected number of attendees, including the projected fraction of graduate students.

9. Event Budget
 - a. Planned expenses (description of item/activity and cost)
 - b. Known sources of funding and amounts
 - c. Amount requested from the Faculty of Graduate Studies and Research
10. Financial/Sponsor Information: Student applicants must have a Faculty or Department sponsor partnering on the project to whom the funds can be transferred. Include:
 - a. Sponsor name (must be a Staff or Faculty member), email and phone number
 - b. Unit name (department or faculty) and mailing address
 - c. U of A operating speed code (F210 or F100)
 - d. A letter of support from the sponsoring unit
11. How your group heard about the FGSR Dean's Support Fund for Student-Led Conferences FGSR Graduate Research Conference Grant (website, newsletter, facebook, twitter, friend, Graduate Chair/Administrator, or other).
12. A section stating the following and signed by both the primary applicant and the key contact from the sponsoring unit :

If this application is successful, we agree to the following award terms:

1. We will acknowledge the FGSR funding at the event, in presentations, publications, reports or outreach associated with this event, with the following statement: "Supported (in part) by the Faculty of Graduate Studies and Research at the University of Alberta " and the FGSR logo shall appear on all printed and electronic materials. All uses of the logo will adhere to the University of Alberta Visual Identity Policy and Visual Identity Guidelines.
2. We will provide the Dean of FGSR with a financial report and a 1-page event summary within 30 days of the end of the event.
 - a. The financial report will verify that funds were expended for the purpose of the event. Copies of receipts will be included. Funds can be allocated for any eligible event expenses (see "Eligible Expenses" and "Ineligible Expenses").
 - b. The event summary will include a description of who attended the event, a final agenda and a 300-word description of what the organizers of the event learned that they can apply to future event organization.