

## Conference Participation and Publication Fund

### Program Purpose

The purpose of the OVPRI Conference Participation and Publication Fund (CPPF) is to provide financial assistance to all research- and teaching-stream faculty, and all full-time Librarians, with a primary appointment at UTSC to support the presentation or publication of research results in high quality venues and to enhance the profile of U of T Scarborough in the scholarly community. This Fund is intended to reimburse the costs associated with presentation of U of T Scarborough research at research conferences or defray the cost of publication of U of T Scarborough research in peer-reviewed publications. Applicants are advised to consider sharing their research also through TSpace, an open access, free and secure research repository established by the University of Toronto Libraries.

Applications will be reviewed by members of the U of T Scarborough Research Advisory Board according to the Selection Criteria stated below.

### Award Value

A maximum of \$1,000 will be awarded to each successful applicant.

### Guidelines

1. **Eligibility:** This award is open to all full-time research- or teaching-stream faculty members, and all full-time Librarians, with a primary appointment at UTSC. The applicant must present at the conference or be the senior/corresponding author of the publication. In situations in which applicants are ranked equally, preference will be given to the emerging scholars.
2. **Term:** Successful applicants must present or publish their research within twelve months after the relevant submission deadline.
3. **Other Conditions:** Eligible activities include:
  - Attendance at high impact research conferences at which the applicant is a presenter
  - Publication costs (including open access options) in high impact literature appropriate to the applicant's area of research for which the applicant is the senior/corresponding author.
4. **Application Materials:** Complete application package includes:
  - **Proposal:** Written in clear non-specialist language (1 page maximum), addressing the following points:
    - Rationale: How the conference/publication is the most appropriate venue for the communication of the research
    - Need: Why the funds are needed
    - Impact: The impact of the research presentation/publication on: a) the discipline, b) UTSC's profile in the scholarly community, and/or c) the applicant's research profile

- Itemized budget with written justification including other confirmed funding sources, if applicable (1 page maximum)
5. Submission: There will be two submission deadlines per year: January 15<sup>th</sup> and July 15<sup>th</sup>. Should these dates fall on a weekend or public holiday, the submission deadline will be the next business day. Application packages must be sent as a single PDF document to [researchoffice.utsc@utoronto.ca](mailto:researchoffice.utsc@utoronto.ca). Late or incomplete submissions will not be considered.
  6. Selection Criteria:
    - Appropriateness of the conference or publication
    - Enhancement of U of T Scarborough's profile in the scholarly community
    - Enhancement of the applicant's research profile
    - Need for funds
  7. Report: Recipients must submit a brief report (maximum of 300 words) describing scholarly pursuits undertaken and the impact of the provided OVPRI funding. The report should be submitted along with electronic versions or scans of original receipts, and confirmation of acknowledgement of U of T Scarborough affiliation in the publication or presentation (e.g., conference program page, abstract, first page of publication, etc.) to [researchoffice.utsc@utoronto.ca](mailto:researchoffice.utsc@utoronto.ca) within 2 (two) months after the completion of the proposed activities.
  8. Financial Requirements. Successful recipients will be advised of fund transfer arrangements in the award letter. Expense eligibility will be in accordance with the University of Toronto financial guidelines (<https://finance.utoronto.ca/policies/>). Eligible expenses include transportation, accommodation, and publication related expenses. All expenses must be supported with original receipts.
  9. Acknowledgment: Support from the OVPRI Conference Participation and Publication Fund is to be acknowledged in any research output or communication material.
  10. Frequency of Applications: Previous recipients of this grant will be eligible to reapply after 6 months from the date of their final report, provided that the receipts from their expenses were also received and approved.