Sponsorship Requests for Academic and Research Events

Program Purpose
The purpose of the University of Toronto Scarborough Academic and Research Event Fund program is to support academic and research events organized by U of T Scarborough faculty members or student groups that enhance the profile of U of T Scarborough in the wider scholarly community. When considering these requests, preference will be given to conferences, symposia or workshops organized by U of T Scarborough faculty or students that take place on the U of T Scarborough campus. Support will be provided from the Offices of the Vice-Principal Research & Innovation (OVPRI) and the Vice-Principal Academic & Dean (OVPD) depending on the nature of event.

For support from OVPRI, preference will be given to conferences, symposia or workshops that take place at U of T Scarborough and have a clear research benefit to the faculty and/or students at U of T Scarborough. Preference will be given to contributions toward the travel costs of a keynote speaker, poster sessions, student travel bursaries, best student poster/presentation awards, or other research-related activity. The OVPRI is unable to provide support for pedagogical conferences.

For support from OVPD, preference will be given to conferences, symposia or workshops that take place at U of T Scarborough and have a clear academic benefit to the faculty and/or students at U of T Scarborough. Pedagogical conferences are eligible for funding from the OVPD. Funds may also be requested for disability accommodation as needed for a particular event.

Faculty and students seeking support from either office must also seek support from other sources for which they may be eligible (e.g. for faculty-SSHRC Connections Grant; e.g. for students – Partnership Fund, SCSU, GSAS)

Award Value
To be jointly determined by the Offices of Vice-Principal Research & Innovation, and the Vice-Principal Academic & Dean.

Guidelines:
1. Eligibility: All full-time research- or teaching-stream faculty members, librarians, and student groups at UTSC are eligible to apply.

2. Other Conditions: Each event must have a sponsor, normally from the host unit. Requests from faculty members/student groups must have the endorsement of their department chair/centre director, who will forward their quest to: Carmen Siu (carmenwn.siu@utoronto.ca) in the OVPRI.

3. Application Materials: Complete application package includes:
   • Overview of the event, including location.
• Rationale for support (e.g. how the event is the most appropriate venue for the communication of the research; impact of the event on the discipline; impact of the event on U of T Scarborough's profile in the scholarly community). If the event is not being held at U of T Scarborough, please address this in the rationale.
• Involvement of U of T Scarborough faculty/students.
• Budget for the overall event including support to be provided by the home unit(s), other contributions, and anticipated sources of revenue (such as registration fees).
• Specific details on the needed U of T Scarborough sponsorship, including a rationale for the need and identification of costs.

4. Submission: There are two submissions deadlines per academic year: January 15th and July 15th. The submission deadline will be the next business day if January 15th or July 15th fall on a weekend or holiday. Please convert your complete application to PDF format and forward it electronically in one attachment to researchoffice.utsc@utoronto.ca. Late or incomplete submissions will not be considered.

5. Selection Criteria:
• Appropriateness of the event, with specific reference to the department's academic plan and/or U of T Scarborough's Strategic Plan.
• Enhancement of U of T Scarborough's profile in the scholarly community
• Need for funds. Indicate the Total Budget for the event, and specify the amount being requested for sponsorship.

6. Report: Recipients must submit a report of one to two pages in length describing what was accomplished and how the funds were expended. The report should be submitted to Carmen Siu (carmenwn.siu@utoronto.ca) in the OVPR and Ianessa Quinon (ianessa.quinon@utoronto.ca) in the OVPD no later than two months after the event. Please include information on the impact of the U of T Scarborough support as well as a breakdown of conference attendance numbers (U of T Scarborough, St. George, international) in order for the Offices of the VP Research & Innovation, and of the VP Academic & Dean to assess the impact of their support.

7. Financial Requirements: The decision will be communicated to the department chair/centre director indicating the approval of the VPRI and VP Dean. Payment of support will be conducted via transfer to U of T conference account upon the completion of the event. Expense eligibility will be in accordance with the University of Toronto financial guidelines (https://finance.utoronto.ca/policies/). Per Diem meal allowances are not eligible.

8. Acknowledgement: The sponsorship of both Offices is to be acknowledged on all conference advertising (print, website, etc.)