



## **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](mailto: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 15<sup>th</sup> and July 15<sup>th</sup>. The submission deadline will be the next business day if January 15<sup>th</sup> or July 15<sup>th</sup> 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](mailto: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](mailto:carmenwn.siu@utoronto.ca)) in the OVPRI and Ianessa Quinon ([ianessa.quinon@utoronto.ca](mailto: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.)