SIMON FRASER UNIVERSITY
VP Research (VPR) Travel Grants in the SS & HUM
<u>CHECKLIST</u>

Applicant's Name	Department / School / Faculty

Please complete this checklist to ensure your TRAVEL GRANT APPLICATION PACKAGE is complete. Forward it along with one electronic copy of your completed application form.

<u>April 30. 2022:</u> **COVID-19 Travel related advisory: As per SFU's <u>Interim University-Related International Travel Policy</u>, eligible applicants must follow specific steps before submitting the final application to ORS. Please refer to <u>Risk and Safety webpage</u> for more details.**

<u>Excerpt from <u>SFU Safety & Risk Services</u></u>

All faculty members are required to complete the following mandatory safety requirements prior to travel:

- *Determine the <u>Government of Canada travel advisory level</u> for the destination country.*
- *For countries with a level 3 or 4 travel advisory:*
  - *Review the SFU Travel Safety Program resources to understand the risks associated with your travel.*
  - *Speak to your supervisor about your understanding of the risks associated with the travel.*
  - *Complete an electronic acknowledgement of risk form.*
    - *Learn more about acknowledgement of risk forms <u>here.</u>*

_____ Complete the <u>SFU Kuali Internal Approval</u>

<u>Application Form, to include:</u>

_____ The applicant's signature

_____ Program identifying you as a presenter **OR** official announcement of conference

_____ The confirmation from the Conference Organizer that your paper has been accepted

_____ A copy of your abstract

"Special Case" applicants only: Attach a copy of the email from the Committee's Chair advising you of your eligibility to apply.

NOTE: Electronic Travel Grant Application packages are accepted from eligible* applicants provided the "POOL" is open. Application packages should be emailed to ors@sfu.ca.

(*NOTE: See eligibility information in the Guidelines on our web site at <u>https://www.sfu.ca/research/researcher-resources/funding-award-opportunities/sfu-internal</u>)

Please indicate: **NORTH AMERICAN**[1]   **INTERNATIONAL**[2]

Priority 1 Application[3]   **Priority 2 Application**[4]

Pool 1 (conference begins
April 1 to August 31)   **Pool 2** (conference begins
September 1 to March 31)

Name of conference: _____

Location: _____   **Dates:** _____

Number of days of participation at conference: _____

Sponsoring Organization: _____

If the conference is one of a series, indicate frequency and location of last conference:

_____

Title of paper: _____

Main research area to which this paper is related: _____

If a paper is not being presented, what will be your contribution?

Keynote Speaker   **Other:** _____

Amount Requested: (towards airfare only. Please refer to the application guidelines).

NORTH AMERICAN GRANT: $ _____   Economy Airfare to a maximum of $900.00 CAD
INTERNATIONAL GRANT: $ _____   Economy Airfare to a maximum of $2,000.00 CAD

The information on this form is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the SFU/SSHRC Institutional Grants Program. This information is directly related to and needed for the SSHRC North American/International Travel program and will be used to review and make a decision about applications, administer grants and generate grants reports from an electronic database. If you have any questions about the collection and use of this information, contact the Director, Research Services at 604-763-4274.

I declare that the information contained on this application is accurate and complete to the best of my knowledge and that the funds are required to support my own research or travel. I agree to abide by the

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[1] North American travel includes travel to Mexico

[2] International travel includes travel to Cuba

[3] Priority 1 application: For faculty members who have not been awarded an SFU/SSHRC Travel Grant (either International or North American) in the past fiscal year.

[4] Priority 2 application: For "Special Case" applicants only. [NOTE: Special case applications will be considered for funding towards the end of each fiscal year. Please note that funds for these applications are limited.]

conditions specified in the terms of reference of the Program as interpreted by the SFU/SSHRC Institutional Grants Committee.

Signature: _____   Date: _____

Documents to Attach to Application: *Please attach all documents to the application and submit as one file.*

1. **Program identifying you as presenter or official announcement of conference**

2. **Copy of the confirmation of acceptance from the Conference organizer**

3. **Abstract of your paper** (as sent to the conference committee).