Program Objective

The objectives of **SSHRC Exchange - Conference Attendance & Representational Activities Grants** are to support the applicant’s participation in national and international conferences of major scholarly significance, as well as representational activities for scholars who hold executive office in scholarly organizations thereby contributing to the advancement and dissemination of knowledge in the Humanities, Social Sciences, and Business and the enhancement of the stature of the participant and the University. Presenting a major exhibition of work at a national or international conference will also be supported but funding will be at the discretion of the Faculty Conference Sub-Committee. Conference funding cannot be granted for only conference attendance.

Award Value

The maximum allowable SSHRC Exchange - Conference Attendance & Representational Activities Grant is $4,000. Researchers who submit multiple applications to the same competition or who submit an application to more than one competition within two fiscal years (April 1 to March 31) will be awarded a maximum of $4,000 over the two year period.

Please Note: Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested.

Competition Dates

Each year there are two Conference Attendance & Representational Activities Grant competitions (Fall & Spring). A completed application form must be received by ROADS by 4:30pm on the Spring deadline date, March 31st or the Fall deadline date, October 31st.

Eligibility Criteria

To be eligible for ARB funding an applicant must be affiliated with McMaster University and must be eligible for SSHRC funding under the SSHRC Institutional Grant (SIG) Program. The following will be considered affiliated with McMaster University:

- Faculty members of McMaster University with a tenured or tenure-stream academic appointment.
- Former faculty members of McMaster University who have retired while holding a tenured academic appointment.
- Persons holding at least a one-year appointment at McMaster University. In the event the grantee's appointment at McMaster ends, unspent funds remaining at that time will be returned to the Arts Research Board.
- Postdoctoral fellows who are conducting scholarly activity in the Humanities or Social Sciences and who are supervised by a faculty member of McMaster University who holds a tenured or tenure-stream appointment.
- Individuals who hold teaching track or non-tenure track positions are eligible to apply for ARB funding for research, provided they obtain explicit permission from their Faculty Deans.
• Other persons, including Adjunct Professors and Professional Librarians, who hold permanent appointments at McMaster University and who meet SSHRC eligibility criteria for SIG funding.

Students and visiting fellows or scholars are **NOT** eligible to apply for ARB funding. However, SSHRC encourages the employment of students in SIG-funded research.

**New Scholars**

Applicants may request consideration as new scholars. Applications from new scholars will be adjudicated separately from all other applications. To have their applications adjudicated as new scholars, applicants must demonstrate that they have not been the principal investigator on a previous successful research grant from the Tri-Agency (SSHRC, NSERC, CIHR) and that one or more of the following applies:

• They completed their highest university degree within five years of the competition deadline;
• They have held a tenure-track university appointment at any university for five years or less;
• They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or
• They have had their career interrupted or delayed for family reasons.

As postdoctoral fellows satisfy the eligibility criteria, they may be considered new scholars.

**Application Instructions**

All applications must be reviewed and signed by the Department Chair or their delegate prior to submission to ROADS. If the applicant is the Chair, the application must be reviewed and signed by the Dean or their delegate. The application will undergo administrative review for completeness by the Research Administration Analyst in ROADS. Any additional information or documentation beyond the requested page limits and/or requested documents will be removed from the application prior to review, ensuring all applications are evaluated in an equal context.

**A Complete Application consists of:**

• ARB Application Form (signed by Department Chair or their delegate); and
• Supporting Documentation:
  • Budget Justification (maximum 1 page);
  • an explanation of the scholarly reputation and significance of the meeting and sponsoring organization (maximum 1 page);
  • an explanation of how your attendance at this meeting will contribute to your research career (maximum 1 page)
  • A copy of the abstract of the paper or work being presented and a copy of the acceptance letter or invitation to present at the conference
• SSHRC CV
  • With list of publications from previous 5-years attached
• Additional documents:
  • Applications from postdoctoral fellows must also include a letter of support (maximum one page) from their supervisors.
Applications from scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.

**Application Sections**

**Part A: Researcher Information**
Complete all fields with pertinent information for yourself as the project leader.

**Part B: Conference Information**
Provide information about the conference; sponsor/hosting organization, location, etc. as well as information about the nature of your participation at the conference/meeting.

**Part C: Budget**
Provide estimated costs for eligible expenditures as appropriate for your travel. Proposed expenditures will need to be justified in the Budget justification attachment. Ensure all travel is estimated in adherence with McMaster’s [Reimbursements to Individuals for University Business Policy](#).

**Eligible Expenditures**
Funds awarded in a competition are exclusively for the conference applied for (conference named in application awarded) and cannot be used for another conference. An expense report for Conference travel must be submitted within one year of the grant award. Presenting a major exhibition of work at a national or international conference will also be supported but funding will be at the discretion of the Faculty Conference Sub-Committee. Conference funding cannot be granted only for conference attendance.

**Transportation**
Applicants are encouraged to use the most economical travel arrangements available and suitable to their requirements. ARB support is limited to economy-class air fare, comparable rail or car mileage, the latter based on the current University rate. Health insurance costs are not covered by the Board.

**Kilometre Rates**
The following University rates are to be used:
- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

For more detail, see McMaster’s [Reimbursements to Individuals for University Business Policy](#).

**Subsistence**
Conference subsistence is limited to 5 days at the maximum listed below. Justification must be provided for requests that exceed the recommended rates. Scanned copies of original receipts must accompany expense report.

**Meals:** Rates to be used:
- In Canada: $51 CDN per diem maximum
- Outside of Canada: $51 US per diem maximum

**Accommodation:** Recommended Rates:
- In Canada: $120 CDN per diem maximum
- Outside of Canada: $120 US per diem maximum
Part D: Other Funding
List other sources of funding and related details, which have been applied for in the past 5 years (awarded, pending or declined).

Part E: Supporting Documentation
The following documents must be submitted as requested. Please attach the following supporting documentation as one (1) PDF document, including the completed application form. Please adhere to the stated format and page length. Any additional materials will be removed prior to review by the Board.

1. Budget Justification
A detailed explanation and justification for each budget item identified in Part C: Budget is required. Sufficient information to allow reviewers to assess whether the resources requested are appropriate must be provided. This page should only contain information pertinent to the budget (maximum 1 page).

2. Scholarly Reputation of Meeting/Organization
Include a brief explanation of the scholarly reputation and significance of the meeting and sponsoring organization (maximum 1 page).

3. Contribution to Career
An explanation of how your attendance at this meeting will contribute to your research career (maximum 1 page).

4. Abstract/Invitation
Include a copy of the abstract of the paper/work being presented at the conference as well as a copy of the acceptance letter or invitation to present at the conference.

5. Additional documents:
   - Postdoctoral fellows must include a letter of support (maximum one page) from their supervisors.
   - Scholars holding contractually-limited appointments and/or postdoctoral fellows must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.

6. SSHRC CV Form
A complete, current and accurate SSHRC CV Form will be required for lead PI as an attachment to the ARB application form, to provide the CV information, as well as funding history, student training history, and publication and/or creative & performing arts activity record. Please also include a list of publications from the last 5-years.

Part F: Departmental Approval
You must sign your proposal and submit it to your Department Chair or their delegate for approval, in hard copy or electronically. The Department Chair or their delegate is required to provide comments on the proposal and signature on the application form.

NOTE: IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE
Adjudication Process

SSHRC Exchange - Conference Attendance & Representational Activities Grant applications will be reviewed for the following:

- Significance of the conference (e.g., the conference’s importance to the dissemination of results or research);
- Justification of the financial expenditures (e.g. is the budget justified for the Conference proposed);
- Contribution to the candidate’s long range research plan; and
- Applicant’s scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years).

Other considerations:
- Priority will be given to applicants requesting support for the presentation of a peer-adjudicated submission at a major, learned conference.
- The Arts Research Board will consider applications for travel grants by Canadian scholars who hold office in international scholarly organizations to attend management and policy meetings of those organizations.
- In cases where a joint paper is to be presented, only one author will be supported unless an exceptional circumstance can be demonstrated.

Feedback to Applicants

Board members are not required to submit comments on the proposals. Feedback will be provided to applicants who request it. Deans will provide feedback to their own faculty. For faculty outside Social Sciences, Humanities, Business and Science, the Board members will provide the information to the Chair who will convey it to the applicant. The ARB decisions are final; there is no appeal process.

Final Report Requirement

To be eligible for ARB funding, researchers who have been previously awarded ARB funds must have submitted a final report to ROADS.

Additional information

Additional information may be found on the Research Office for Administration, Development & Support (ROADS) website. Researchers who intend to apply for ARB grants are encouraged to contact their Faculty Deans and the Research Office for Administration, Development & Support (ROADS), for proposal development guidance.
**SSHRC Exchange - Conference Attendance & Representational Activities Grant Application**

**ARTS RESEARCH BOARD (ARB) APPLICATION**
**SSHRC EXCHANGE – CONFERENCE ATTENDANCE & REPRESENTATIONAL ACTIVITIES GRANT**

**Submission Deadline:** 4:30pm, March 31st or October 31st

Submit one complete, signed application (as outlined above) by email to: Muriel Gervais, Research Administration Analyst, ROADS, Email: gervaism@mcmaster.ca Tel: 905-525-9140, Ext. 21756

**IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE**

<table>
<thead>
<tr>
<th>Part A: Researcher Information</th>
</tr>
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<tbody>
<tr>
<td><strong>Name:</strong></td>
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<tr>
<td><strong>McMaster ID:</strong></td>
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<tr>
<td><strong>Email:</strong></td>
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<tr>
<td><strong>Department or School:</strong></td>
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<tr>
<td><strong>Faculty:</strong></td>
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<td><strong>Name of Department Chair (or their delegate):</strong></td>
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<td>If the Department Chair is not available or the applicant is the Department Chair, please provide the name and position of the delegate who will be completing Part D of the application form (e.g. Associate Dean, Dean, etc.).</td>
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<tr>
<td><strong>Rank</strong> (e.g. Professor, Assistant Professor, Lecturer, etc.):</td>
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<tr>
<td><strong>Status</strong> (e.g. Tenure, Tenure-Track, Limited Appointment,):</td>
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<tr>
<td>Do you have a Teaching or Teaching-stream academic Appointment? <em>(If yes, please obtain explicit permission either in an email or letter from your Faculty Dean)</em></td>
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<td>Have you had previous successful Tri-Agency grants?</td>
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<td>Have you previously received ARB Funding?</td>
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<tr>
<td>If yes, have you submitted your Final Report? <em>(due within six months of completion of the project or conference travel)</em></td>
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<tr>
<td>Do you qualify as a new scholar?</td>
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</tbody>
</table>

Applicants may request consideration as new scholars if they demonstrate that they have not been the principal investigator on a previous successful research grant from the Tri-Agency (SSHRC, NSERC, CIHR) and that one or more of the following applies:

- They completed their highest university degree within five years of the competition deadline;
- They have held a tenure-track university appointment at any university for five years or less;
- They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or
- They have had their career interrupted or delayed for family reasons.

<table>
<thead>
<tr>
<th>Part B: Conference Information</th>
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<tbody>
<tr>
<td><strong>Title of Conference:</strong></td>
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<tr>
<td>One conference per application form.</td>
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<td>Sponsoring Organization:</td>
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<tr>
<td>Nature of Conference:</td>
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<td>Location:</td>
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<td>Date(s):</td>
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<tr>
<td>Frequency of Conference:</td>
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<td>Nature of Your Participation:</td>
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<td>Title of Paper to be Presented (if applicable):</td>
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<td>Participant Selection Process:</td>
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<td>Will the proceedings be published?</td>
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<td>If yes, where and in what format (i.e. abstract or complete paper)?</td>
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### Part C: Budget

#### Transportation Costs:

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<table>
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<tbody>
<tr>
<td>Air</td>
<td>$0.00</td>
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<td>ARB support is limited to economy-class airfare.</td>
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<tr>
<td>Ground</td>
<td>$0.00</td>
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<td>The following University rates are to be used:</td>
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<td>- 55¢ per kilometre for the first 5,000 kilometres driven; and</td>
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<td>- 49¢ per kilometre driven after that</td>
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<td>Other</td>
<td>$0.00</td>
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<td>Passport and immigration fees are not eligible expenses.</td>
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<tr>
<td>Accommodation:</td>
<td>$0.00</td>
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<tr>
<td>Support is limited to 5 days. The recommended maximum for accommodation within Canada is $120 CDN per diem. The recommended maximum for accommodation outside of Canada is $120 US per diem. Justification must be provided for requests that exceed the recommended</td>
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rates.

**Meals:**
Support is limited to 5 days. The maximum per diem rate allowed for meals within Canada is $51 CDN. The maximum per diem rate allowed for meals outside of Canada is $51 US.

| Registration Fees: | $0.00 |
| Other Expenses: | $0.00 |
| **Total Amount Requested:** | **$0.00** |

The maximum allowable Travel Grant is $4,000 over two fiscal years (April 1 to March 31).

### Part D: Other Funding

List all sources of support (internal and external) awarded or applied for in the last 5 years. A one-page document may be attached if additional space is required to complete Part D.

#### Support awarded in the last 5 years:

<table>
<thead>
<tr>
<th>Project Title or Conference Name, Year and Location:</th>
<th>Project Period (date of conference or start and end date of research):</th>
<th>Funding Agency or Program:</th>
<th>Type of Support (e.g. research grant, strategic grant, conference grant, fellowship, etc.):</th>
<th>Amount Awarded (for multi-year grants please indicate the total amount awarded):</th>
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#### Support applied for in the last 5 years (pending or denied):

<table>
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<tr>
<th>Project Title or Conference Name, Year and Location:</th>
<th>Project Period (date of conference or start and end date of research):</th>
<th>Funding Agency or Program:</th>
<th>Type of Support (e.g. research grant, strategic grant, conference grant, fellowship, etc.):</th>
<th>Status (pending or denied), Amount Requested and Duration of Grant:</th>
</tr>
</thead>
</table>
Part E: Supporting Documents (to be included as part of one PDF file submitted to ROADS)

Please attach the following documents as a single PDF using these headers:

1. **Budget Justification** - a detailed explanation of the expenses itemized in Part C of the application form (maximum 1 page);

2. **Scholarly Reputation of Meeting/Organization** - an explanation of the scholarly reputation and significance of the meeting and sponsoring organization (maximum 1 page);

3. **Contribution to Career** - an explanation of how your attendance at this meeting will contribute to your research career (maximum 1 page);

4. **Abstract/Invitation** - a copy of the abstract of the paper/work being presented and a copy of the acceptance/invitation to present at the conference

5. **Current SSHRC CV Form from lead PI** (including list of publications from the previous 5 years)

*Please use minimum 12pt font, single spaced, number pages and include your name in top right corner of each page.*

______________________________  ________________________
Applicant’s signature            Date
Part F: Chair’s Comments

Once Parts A through E of the application have been completed, applicants should forward a PDF of the complete application package to their Department Chair or their delegate for comments and signature. Department Chairs should arrange to have one signed electronic copy of the application forwarded to the Research Office for Administration, Development & Support (ROADS).

In the space below please answer the following questions:

1. If the applicant is a new faculty member, please comment on the significance of his or her research program for career development.
2. Is the applicant’s publication and research record at this career stage above, at, or below expectations?
3. Are there other considerations that the Board should take into account (e.g. the conference’s importance to the dissemination of results or research)?
4. Is the budget, in your opinion, justified for the conference proposed?

______________________________  ________________________
Chair’s signature (or delegate)  Date

______________________________
Name (Print)