

## FCCS TRAVEL FUND GUIDELINES

The primary purpose of the FCCS Travel Fund is to assist with travel costs for conference or art presentations. Travel for research should be applied for under the research funding application.

FCCS has limited funding available to support tenured and tenure-track faculty with eligible expenses as outlined below. Approval is subject to funding availability. Applicants can request up to \$1500 for Canadian travel, \$2500 for travel to the United States, and \$3000 for international travel.

The following are the competitions for each fiscal year:

- One competition closing March 15 for travel between April 1 and September 30.
- One competition closing August 15 for travel between September 1 and March 31.
- One competition closing November 15 for travel between December 1 and March 31.

**PLEASE NOTE: Late applications will not be accepted.**

Where available funding is insufficient to support all applications being reviewed at any one time, priority will be given on the following basis:

1. Applications from tenure-track faculty presenting plenary or major papers or solo or major artwork;
2. Applications from tenured faculty presenting plenary or major papers or solo or major artwork;
3. Applications from tenure-track faculty presenting conference papers or joint shows or artwork;
4. Applications from tenured faculty presenting conference papers or joint shows or artwork.

Priority will also be given to faculty members who are funding graduate students to present with them. The FCCS funds, however, are not meant to fund graduate student travel. When there are two applications of equal weighting according to the priorities above, priority will be given to faculty members who have not received a travel grant in the past twenty-four months.

The FCCS travel fund can be used to top up the funds available from other sources.

Applications to cover expenses for activities other than transport, conference fees, meals and accommodation will be reviewed and accepted based on relevance to the intent of this fund, merit, and available funding.

For expenses incurred, successful applicants will be required to submit receipts or invoices by March 31 each year. Receipts or invoices must be attached to a completed Travel Requisition with a copy of the conference program or other material detailing the activity.

**APPLYING TO THE FUND: The application form must be completed in full.**

- Applications must sufficiently describe the nature and scope of the presentation and provide the name of the conference and/ or venue.
- Applications must include a **budget** clearly outlining the anticipated expenses.
- Applications should include a short description of the faculty member's research plans and how this presentation will help fulfil the plans.
- Applications must include a list of previous FCCS travel grants awarded in the past twenty-four months and any publication or other outcomes that arose from the conference/ presentation/ event.
- Application must include a list of contributions to research culture (e.g. talks, committee memberships, graduate student support).