ISER
Institute of Social and Economic Research

Conference Grant Application Instructions

Institute of Social and Economic Research

Conference Grant Deadline Date	March 1

The Institute of Social and Economic Research offers conference grants (up to $5,000.00) in support of organizing and hosting scholarly conferences that are within the Institute's mandate. Applications must be for conferences that are planned to take place no earlier than May 1 of the competition year. A conference and its organizers can be affiliated with Memorial University or other institutions. However, priority is given to members of the Faculty of Humanities and Social Sciences. ISER defines a Memorial HSS applicant as "full-time and retired tenured and tenure-stream faculty members from Memorial's Faculty of Humanities and Social Sciences (HSS); instructors who currently hold a contractual or a per course appointment with HSS; students currently enrolled in HSS programs seeking funding for projects to be completed for these programs; staff working within HSS units; and faculty who are adjuncts or are cross- or joint-appointed to HSS units."

Applications for conference grants together with other grant applications are adjudicated by an Awards Panel. **This fund cannot be used for applicant travel to conferences - it is for conference hosting only.**

> *ISER Mandate:* **The purpose of the Institute of Social and Economic Research is to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world.**

This application must be completed by the person organizing the conference or a person delegated by the conference's organizing committee.

Note: Completed applications must be submitted via email by the deadline to iser@mun.ca.

> **Note: Capital expenditures and applicant conference travel are not permitted. Research Assistants and technical services are only eligible for grants to Memorial faculty, postdoctoral fellows, and staff that will be administered by the University. Memorial University's Travel Policy and Schedule of Reimbursable Expenses can be found at:*
> *https://www.mun.ca/finance/our-services/travel/*

Conference Grant Application Requirements

The information that must be included in your application is detailed below. Using the headings, subheadings and numbered lists outlined below, prepare a combined file in Word or another application and save it to a Portable Document Format (PDF) for submission. The material under each subheading should begin on a separate page from other sections.

SECTION I: General Applicant Information (on a separate page, for administrative purposes solely)

1) Name of Applicant
2) Department
3) Position
4) Student or Employee Number
5) Mailing Address (including Postal Code)
6) Email
7) Contact Phone Number
8) Supervisor's Contact Information (in the case of students)

SECTION II: Applicant Research Project Information

1) Title of conference
2) Conference dates (extensions not permitted)
3) Name of Applicant
4) Department
5) Position
6) Supervisor/Primary Grant-holder (if applicant is a student)

SECTION III: Conference Proposal

Please attach a copy of your Conference Proposal (single-spaced, 11-pt Arial font, minimum margins 1.87cms) including the following subheadings:

1) Title of conference

2) Dates

3) City, Province and Venue

4) Scope and objectives of the conference

5) The relationship of the conference to past, current and proposed research in the specialized areas of the conference

6) Organizing committee and affiliations

7) Invited guest speakers and affiliations

8) The criteria used to select guest speakers

Please append the following to the conference proposal:

1) The draft program for the conference

2) Applicant's curriculum vitae

3) Confirmation of official sponsorship of the conference

4) Confirmation of attendance by invited speakers

SECTION IV: Conference Summary vs. Mandate

> *ISER Mandate: **The purpose of the Institute of Social and Economic Research is to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world.***

Please submit a summary of your conference and explain how it falls within the ISER mandate. Please note that this will be reviewed by an Awards Panel of five faculty members from different disciplines.

SECTION V: Budget and Budget Justification

Please submit a copy of your Budget and Budget Justification (**1 page of single-spaced text, option to add a second page if necessary).**

> **Note: Capital expenditures and applicant conference travel are not permitted.*

1) **Travel:** Total and justification. As relevant, include information about the cost of tickets, mileage, other.

2) **Accommodations:** Total and justification regarding cost and duration.

3) **Subsistence:** Total and justification. Note that the allowable per diem is reduced by 50% for travel over 30 days.

4) **Technical Services:** Specify information source(s) for specific costs.

5) **Materials:** Include total and specific information on included items.

6) **Other:** Explain as relevant.

7) **Publication of Proceedings:** Total and justification.

8) **Total Expenses:** Not to exceed $5,000 (Canadian).

SECTION VI: Sources of Budget Revenue

Please list the sources and amounts received from each as outlined below.

1) Contribution from your department or university and amount.
2) Registration Fees and amount
3) Contributions from other sources and amounts

Conference organizers are encouraged to seek additional sources of funding. Have you presently applied for, or are you a recipient of, an award to support your conference? If yes, please provide names of agencies and amount requested or awarded. Also, submit evidence of such applications or awards received.

SECTION VII: Letter of Appraisal

List one referee (with affiliation and email address) who will provide a confidential letter of appraisal to be sent directly to the Institute (iser@mun.ca). **This letter must be received by the deadline date**. Please note that a letter of appraisal is not required for applicants who are tenured or tenure-stream faculty members at Memorial University.

Grant Application Checklist (not for submission, for applicant consideration)

Each applicant is responsible for ensuring their application is complete. Before submitting your application, confirm the following necessary tasks have been completed:

1) I have included a copy of the Conference Proposal

2) I have included a copy of my Curriculum Vitae.

3) I have included a copy of the Conference Program.

4) I have included a copy of confirmation of official sponsorship of the conference.

5) I have included a copy of any letters from invited speakers indicating agreement to present.

6) I have asked that one Confidential Letter of Appraisal be sent directly to the Institute of Social and Economic Research office at iser@mun.ca by March 1 (not required for tenured or tenure-stream applicants from Memorial University).

Grant Holder's Responsibilities

By submitting your application, you are signifying your agreement to the following:

If awarded a Conference Grant by the Institute of Social and Economic Research, I agree to:

- advise the Institute of any other conference awards received concurrently, so that an appropriate adjustment may be considered in the amount of the Conference Grant awarded by the Institute.

- provide a progress report on the conference plans at any time, upon the request of the Director.

- provide a final report on the conference within 30 days of completion of the conference.

- provide copies of any written materials produced as a result of the Institute's financial support.

Memorial University protects your privacy and maintains the confidentiality of your personal information.

All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your ISER application. The information will be used for the purposes of academic administration (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-8156.