



Fair Employment Week – Sessional Travel Grant

Application Deadline: December 13, 2013
Travel must be completed by August 31, 2014

Three (3) grants of up to \$1,800 each are normally available

Purpose

These grants serve to support the academic goals of sessional members of the Faculty Association of the University of Calgary by providing funding for a portion of travel costs related to making scholarly presentations, attending conferences, or other scholarly activity in their field. The purpose of these grants is to provide these members an opportunity to profile their research, remain current in their fields, and thereby benefit the University with their enhanced expertise and profile.

Eligibility

Sessional applicants must have completed at least three (3) half-course equivalents at the University of Calgary between September 1, 2012 and December 31, 2013. Applicants must also be contracted at the University of Calgary for the Fall 2013 and/or Winter 2014 semesters.

Supporting Documentation

Please provide the following in order to be considered for a Travel Grant (it is the responsibility of the applicant to provide a clear and detailed application):

- A cover letter including an explanation of the relevance of the conference to your research/field of study.
- Details of the conference and a copy of the conference acceptance if applicable or other supporting documentation, including information on the quality and reputation of the conference.
- Quotes on travel and related expenses expected to be incurred (air travel, vehicle use, per diem, accommodations, registration fees, etc.).

Selection

Grant recipients will be selected by the Faculty Association based on the quality of their application and the relevance of the conference to the research/field of study. Sessionals making scholarly presentations will normally be given priority.

Note: Members of the selection committee (the Personnel Committee) will be sensitive to potential or perceived conflicts of interest. In addition, committee members will not participate in the consideration of any candidate from his/her home unit (i.e. department or non-departmentalized Faculty).

If you are successful in your application, following the conference you will be required to provide the Faculty Association a brief report detailing the conference and the impact it has had on your work as a sessional instructor at the U of C. This report must be submitted to the Association no later than two (2) months after the date of travel. The information contained in this report may be used in future Association communications and promotions (e.g. newsletter, website, etc.).

Grant monies will be provided based on actual costs from receipts submitted to the Association office (note that in extenuating circumstances the Association may consider other options).

Deadline for receipt of application is December 13, 2013.

Please send c/o Sheila Miller, Executive Director to:

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2500 University Dr. NW
Calgary, Alberta T2N 1N4
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Email: Faculty.Association@tucfa.com