



## **Fair Employment Week – Sessional Travel Grant**

**Application Deadline: January 12, 2018**  
**Travel must be completed by December 31, 2018**

**Four (4) grants of up to \$1,500 each are 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 scholarly activity in their field. The selection of recipients is at the discretion of the Personnel Committee; however priority will normally be given to those who are presenting papers, giving scholarly presentations, or otherwise playing a significant role at an academic event. 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**

Applicants must have completed sessional contracts totaling at least three (3) half-course equivalents at the University of Calgary between September 1, 2016 and December 31, 2017. Applicants must also be contracted at the University of Calgary for the Fall 2017 and/or Winter 2018 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/scholarly activity to your research/field of study.
- Details of the conference/scholarly activity and a copy of the conference acceptance, if applicable, or other supporting documentation, including information on the quality and reputation of the conference or other activity.
- Quotes on travel and related expenses expected to be incurred (air travel, vehicle use, accommodations, registration fees).
- A curriculum vitae.

## Selection

Grant recipients will be selected by the Faculty Association based on the quality of their application and the relevance of the conference/scholarly activity to the research/field of study. Sessionals making scholarly presentations or undertaking a similar scholarly endeavor appropriate for their field of work will normally be given priority consideration.

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/scholarly activity you will be required to provide the Faculty Association a brief report detailing the conference/scholarly activity 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).*

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Deadline for receipt of application is January 12, 2018.

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

Mail: Faculty Association of the University of Calgary  
Education Tower, 1402  
2500 University Dr. NW  
Calgary, Alberta T2N 1N4  
Fax: (403) 284-1976  
Email: faculty.association@tucfa.com