

EUC Conference Travel Fund Guidelines

Preamble

The Faculty of Environmental and Urban Change Conference Travel Fund program is the adjudicated process through which EUC disburses the YUFA Faculty/Library Conference Travel Fund (see section 19.29 (c) of the YUFA collective agreement). The Dean of the Faculty may add to these funds in any given year.

Eligibility

- Full-time (tenured/probationary appointments) YUFA faculty members affiliated with the Faculty of Environmental and Urban Change may apply to the EUC Conference Travel Fund.
- CLAs and SRCs in EUC will also be considered. (Appointments for the grant period must have been confirmed by the application deadline).
- Retired YUFA faculty members from EUC or its antecedent units who are eligible to teach will also be considered, but given lower priority.
- Visiting professors affiliated with YUFA are not eligible for funding through this program.
- CUPE Unit II and CUPE Exempt Contract faculty members are not eligible for funding through this program.
- Members of the committee/sub-committee that adjudicates this award who submit an application for funding, must recuse themselves from discussion and voting on the award.
- Expenses associated with attending various kinds of scholarly or professional meetings/workshops are eligible. In other words, the event need not necessarily be the annual meeting of a scholarly association.
- Expenses (e.g. registration fees) associated with attending meetings that do not require travel (e.g. because they are online/virtual or because they are happening locally) are eligible.
- Applicants should be presenting research at the conference or meeting. Expenses associated with simply attending a conference (without any active role) are not eligible.

Amount and Frequency

The total funding allocated in this process will be determined by the funding assigned by the University in accordance with section 19.29 (c) of the YUFA collective agreement and any additional funds contributed by the Dean of EUC

A call will be circulated at the beginning of each fiscal year (with a deadline in May). Eligible faculty members who wish to access the conference travel fund in the coming year (May 1st – April 30th) should indicate their intention, including the date and location of the conference(s) at which they intend to present their research.

Based on submissions to the call, a per capita amount will be determined by the Faculty Research and Global Affairs Committee for the fiscal year. Eligible faculty members who applied to the call will be informed of their allocation. They will then be able to claim the allocated amount from an EUC cost centre. Understanding that plans may change through the year, faculty members need not necessarily attend the conference specified in their original application, although their alternate conference must take place within the same fiscal year (and they must be presenting research, as noted in the eligibility criteria).

Applicants who receive conference travel funding cannot apply again the following year. For example, an applicant who received funding in the May 2021 call, cannot receive funding again until the May 2023 call. Junior (i.e. untenured) faculty members are exempt from this rule and may apply every year.

If an applicant does not use an allocation in a given fiscal year, the amount does not carry forward but they may apply again in the following year's call.

Eligible Expenses

The following research expenses are eligible through this program:

- Travel to the conference location
- Accommodation
- Registration fees
- Per diem

Ineligible Expenses

The following expenses are ineligible through this program:

- Costs of extended layovers en route to or from the conference for personal reasons
- Expenses for additional days ahead of or beyond the conference dates, except for one day of travel before and after the conference

Submission Process

Please submit a completed application to the Faculty Research Officer (rreyes@yorku.ca) by 4:30 pm on the specified deadline.