

## 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 EUC Research Committee (which adjudicates this award) may apply for funding but 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 twice during each year, with deadlines in May and November. Applications can relate to a conference at any time during the fiscal year (May 1<sup>st</sup> – April 30<sup>th</sup>). Approximately 40% of the available amount will be reserved for allocation in the second call (in November). Faculty members who receive an allocation will be able to claim up to that amount from an EUC cost centre when eligible expenses for conference travel are incurred.

Applicants who received conference travel funding in the previous fiscal year will receive lower priority than those who have not recently accessed the fund. Early career (defined as untenured) faculty members may apply every year without being assigned lower priority.

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 conference travel 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](mailto:rreyes@yorku.ca)) by 4:30 pm on the specified deadline.