



UM / SSHRC Exchange Grants Program **General Guidelines**

Purpose

The purpose of the UM/SSHRC Exchange Grants Program (formerly known as UM/SSHRC TGP) is to enable researchers to take part in international conferences of major scholarly significance and, in so doing, to contribute to the advancement and dissemination of knowledge in the social sciences and humanities. The program is funded by SSHRC through an annual block grant to the University. The size of this annual grant is based on the University's performance in the Council's research grants programs as well as the number of University faculty members who are eligible for funding by SSHRC.

Funding Priorities and Principles

Applicants must play an active role in the conference by presenting a paper, presiding over a session and/or acting as a discussant. Priority will be given to applicants who will be presenting a conference paper(s).

Eligibility

All full-time academic faculty members *with professorial or academic librarian rank* and in disciplines supported by SSHRC, holding tenure or tenure-track appointments; and geographical full-time (GFT) academic faculty members, appointed for three years or longer and who have a minimum 40% protected time for research are eligible to apply to the UM/SSHRC Exchange for support. Researchers in the areas of psychology, geography and those conducting research with a health focus are referred to [SSHRC's website](#) for further information regarding those research areas eligible for SSHRC support. In general, the research to be presented should be eligible under the current SSHRC mandate and the audience should be predominately social scientists and humanists.

Contingent, nil-salary and adjunct professors are not eligible to apply for internal grants.

Applicants are eligible to receive funding once in every thirty-six (36) month period.

Applicants wishing to attend an international conference while on research/study leave or during a period of research travel abroad may apply for a travel grant to cover the cost of the travel from their research/study leave location/temporary residence to the conference.

For a given competition, applications will not be accepted for participation in conferences which will take place prior to the competition deadline dates of November 15 or April 1.

Nature and Extent of Support

Assistance will be provided for travel at the most economical rates available. Because the demand for support normally exceeds the funds available, not all deserving applications can be supported at the requested level. Accordingly, applicants are expected to explore other sources of funding prior to applying to the UM/SSHRC Exchange (e.g., professional development/travel allowances, faculty travel funds, research grants).

The maximum level of support for UM/SSHRC Exchange Grants Program is \$750 (within Canada), \$1000 (USA), and \$1500 (International).

Subsistence costs (e.g., lodging, food) for the period of the conference and conference registration fees are not covered under this program.

When a paper to be presented has multiple authors, funds to support the travel of the presenting author at most will be awarded. In addition, in order to foster the University's participation in as wide a spectrum of international conferences as possible, the number of awards made for participation in any one conference may be limited.

Evaluation Process and Criteria

Applications for travel support are reviewed and adjudicated by members of the UM/SSHRC Grants Selection Committee, who are appointed by the Office of the Vice-President (Research and International).

Applications for travel grant support are assessed on the basis of the following criteria:

- The scholarly significance of the international conference;
- The research/scholarly/creative achievements of the applicant;
- The role of the applicant in the conference;
- Any special circumstance or other factor deemed appropriate in a particular instance (e.g., research career interruptions/delays, career pattern and responsibilities).

In all cases, the overriding factors in the evaluation of an application are the scholarly significance of the international conference, the role of the applicant in the conference and his/her potential to reflect outstanding Canadian scholarship, as evidenced by his/her research achievements measured against the stage of his/her research career.

Competition Deadline Dates and Program Administration

Two competitions are held annually with deadline dates of **November 15** and **April 1**. If these dates fall on a weekend or statutory holiday, the deadline moves to the next business day. The UM/SSHRC Exchange is administered by the Office of Research Services.

Conditions of the Award

Exchange Grants must be used for the purposes described in the application. In addition, the award recipient is responsible for the use of the funds and for any over-expenditure of travel accounts.

UM/SSHRC Exchange awards normally terminate on the date specified in the award notification letter and any unspent funds are automatically returned to the UM/SSHRC Exchange. Grant-holders may request to have the period of the award extended by writing to the appropriate contact person in the Office of Research Services not later than one month prior to the end date of the award. Such requests must include a justification for the extension.

Within three months of the completion or termination of the grant, awardees must submit to the Office of Research Services a brief, one-page report of what was accomplished using the grant.

If an award recipient loses his/her eligibility to hold internal grant funding during the term of award, all unused funds must be returned to the program's funding pool.

Application Procedures

Application forms are available on the web at: http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html. If you have any questions, please contact the appropriate contact person. **The application must be filled out in the format provided.**

The complete original signed application with all supporting documentation must be forwarded to the Office of Research Services, researchgrants@umanitoba.ca. Late and incomplete applications will **not** be considered.

Final reports for all projects receiving support within the last four years from UM/SSHRC Grants, URGP and Creative Works **must be** attached to the application.

In order to meet competition deadline dates, applications may be submitted prior to the acceptance of a conference paper. In such cases, awards will be made conditionally, pending receipt of official notification of the paper's acceptance.

Results of the competitions will normally be announced approximately eight weeks after the application deadline. There is no provision for appeal of funding decisions.