

(REVISED as of December 2020)

Conference Sponsorship Program and Student Travel Support to Competitions*

Guidelines

The Office of the Vice-President (Research and International) at the University of Manitoba administers the [Conference Sponsorship Program and Student Travel Support to Competitions](#) three (3) times per year, with “Calls for Applications” and deadline dates as shown below.

The current call for proposals for Conference Sponsorship is open to **online conferences** only.

In compliance with the current ban on university-related student travel, the call for proposals for Student Travel to Competitions will currently be on pause.*

Call for Applications and Submission Deadlines

The “Call for Applications” is initiated approximately 6-8 weeks prior to the corresponding deadline date indicated below via an electronic “Call for Applications” letter sent out by the *CSP Program Assistant to the “DDD List” (Deans/Directors/Department Heads).

| Date of “Call for Applications” | Submission Deadline | Conference Dates |
|--|--|-------------------------|
| mid April | June 15 th by 4:00 p.m. | Sept/Oct/Nov/Dec |
| mid August | October 15 th by 4:00 p.m. | Jan/Feb/Mar/Apr |
| mid December | February 15 th by 4:00 p.m. | May/June/July/Aug |

If a deadline above falls on a weekend or a statutory holiday, the deadline is extended to the next business day.

Please note that applicants can apply outside the normal application window identified in the current application requirements when:

1. A competition is being held to “Award the Conference Host” (i.e., having “secured funds” is advantageous in an external application/bid to an organization to choose the University of Manitoba as the host location for its conference) and where it is necessary to have a decision regarding “secured funds” in order to apply for hosting such an event; or
2. It is necessary to have a decision in time to apply for external agency matching funds to support the conference.

The current Adjudication/Award Selection Committee is comprised of:

3. Dr. Jay Doering, Associate Vice-President (Partnerships) on behalf of the Office of the VP (Research & International)
4. Dr. Todd Mondor, Deputy Provost (Academic Planning and Programs) on behalf of the Office of the Provost & VP (Academic)

Objective

The Conference Sponsorship Program is designed to **primarily** support:

1. **Attraction of Conferences to the University of Manitoba.** Applications for funding to host these conferences are accepted from both **Faculty** and **Students** (Graduate and Undergraduate).

Funding Priority

Conference sponsorship applications will be prioritized as follows:

1. **Online conferences hosted by the University of Manitoba** (by Faculty or Students) and ranked based on a weighted combination of exposure, *i.e.*, international, national, provincial, university, and the confirmed (or conservative estimate of expected) attendance at each level of exposure.
2. **Academic Value** of the Conference
3. **Matching Financial Support** - At minimum, must be equal to or greater than amount requested from the CSP fund by the Applicant, and provided (in any combination above) by BOTH the:
 1. Department Head (except where a Faculty has no Departments – *i.e.*, Social Work; Music, Nursing, ...)
 2. Dean/Director

Application Package Checklist

A complete Application Package consists of **all** the following:

1. Application Form

1. completed in full
2. signed by:
 1. the Applicant
 2. Department Head
 3. Dean/Director
 4. Supervisor (required for student requests)

2. Budget - The budget should indicate:

1. all source(s) of revenue and the corresponding amount;
2. anticipated expenses including details of expenses needed to operationalize hosting the conference online (please itemize); and
3. conference sponsorship requests should indicate the support provided by the parent organization or other external sources.

3. Matching Financial Support. At minimum, must be equal to or greater than the amount requested from the CSP fund by the Applicant, and provided (in any combination above) by BOTH the:

1. Department Head;
2. Dean/Director;
3. *Supervisor (optional).*

Please note that letters of support are no longer required.

[Complete] Applications are to be sent electronically to:

Office of the Vice-President (Research and International)
Email: conferencesponsorship@umanitoba.ca

Note: Please remember complete applications are due no later than 4:00 p.m. of the stated date.

Dissemination of Results

The results of a competition are normally announced approximately four (4) weeks following the relevant deadline date.

1. Applicants will receive “Awarded” or “Declined” letters in PDF format via email from the CSP Program Assistant; the applicant’s Department Head, Dean/Director (*and Supervisor – if applicable*) will be copied on this email; and
2. The “Awarded” amounts will be communicated to the VPRI Senior Budget Officer (Laura Deen) who will contact the Budget Managers of the offices of the Deans/Directors for the “Awarded” applicants and arrange for the disbursement of funds.

***CSP Program Assistant is assigned to Confidential Assistant, VP (Research & International)**

Post Conference Reporting

Following the conference, successful applicants will be asked to confirm:

1. the attendance at each exposure level; and
2. the funds were received from all funding partners.