

Manitoba Research Alliance

**For: Transforming Inner-city
and Aboriginal Communities**

**Guidelines for Submitting Conference Travel
Funding Requests**

April, 2008

Purpose of Conference Travel Grants

A budget has been created to enable academic, community, and student researchers to attend conferences for the purpose of disseminating research products. This budget is separate and distinct from funds that are used to attend conferences for the purpose of conducting research. Priority will be given to:

- team members who will actually be presenting papers at the conference
- team members who show evidence of a strong possibility their paper will eventually be published (where the purpose of conference attendance is to enhance the possibility of publication)
- achieving a mix across the various research themes and research teams of the project

Size of Grants Available

The entire conference travel budget for all five years of the project is \$10,000 for student researchers, and \$10,000 for academic and community research team members.

Money will begin to be available in October, 2008.

A maximum of \$1,500 per person per conference will be approved for conference travel – see details below on academic and student travel money. More than one person per research team may apply to attend the same conference. Priority will go to those who have not yet accessed conference travel funds.

Academics:

Academics are strongly urged to first use travel funds from other sources. MRA travel money should, for the most part, be used to top up funds from other sources. Only in some circumstances will the full amount of \$1,500 be granted to academics.

Students:

It is understood that students have fewer resources for travel, so it will be standard procedure to award \$1,500 for student travel. However, when available, students should first resort to other sources.

Funds Are Available For:

- a) Transportation
- b) Accommodation
- c) Food
- d) Conference registration fees

The Application Should Include:

Applications will normally not exceed one page and should include the following:

- a) Name and reference number of the research project
- b) Name of the person proposing to travel to the conference
- c) Name of the research team leader
- d) Name of the person(s) who will be making the presentation and what each person's role is (presenter, support, observer etc.)
- e) Conference information
 - i) Name
 - ii) Location
 - iii) Dates
- f) Description of why this conference represents a good dissemination opportunity (one paragraph)
- g) Evidence that the paper will eventually be published
- h) Detailed budget for the amount requested

Timelines:

Applications should be submitted by October 31, January 31, or April 30 each year. The April deadline will normally be for travel in the summer and fall. Approvals will be made shortly after each deadline date. Under exceptional circumstances applications can be submitted between intake dates, and will be approved as soon as possible.

Approval Process:

The Research Committee will review all applications within 10 days of the deadline and allocate the budget in accordance with the above-mentioned priorities. A decision regarding each application will be provided to the project sponsors shortly thereafter.

Further Information:

To submit a conference travel funding request, or for further information, please contact Lynne Fernandez at lynne@policyalternatives.ca or 927-3207.