OISE FACULTY CONFERENCE FUNDING PROGRAM APPLICATION

Updated December 2019

Overview

Eligible conferences or research events

- mobilize and/or synthesize research knowledge,
- include at least 50 participants, some of whom are external to OISE,
- and are preapproved as a departmental activity,
- and are partially funded by the department.

Applicants must hold a primary faculty appointment at OISE. Tenure stream, teaching stream, and Contractually Limited Term Appointment (CLTA) faculty are eligible to apply. Sessional lecturers, seconded instructors, and contract instructors may apply in partnership with an eligible faculty member. Applicants may submit one application per academic year.

Up to $1,500 may be requested through this program. Funding decisions take into account the scale of the activity in addition to how the proposed event aligns with the funding criteria.

Eligible expenses include: speaker travel, accommodation, and honoraria (maximum $500 per speaker); catering.

Ineligible expenses include: RA salaries, travel expenses for OISE faculty or students.

Application Form

Email completed applications to Lisa Smith, Contracts and Information Officer, oise.research@utoronto.ca. Include an email or letter from your Department Chair confirming approval of the activity and specifying the amount of funding allocated by the department.

APPLICANT(S)
Name of Applicant(s)
Applicant(s)' department(s)

CONFERENCE / RESEARCH EVENT
Title

Location
Proposed date(s)
Amount requested
Briefly explain the focus, goals, and outcomes of conference/event. How will this event mobilize or synthesize research knowledge?
How are OISE faculty, students, and postdoctoral fellows participating, and in what capacity?

PROGRAM

Provide a program schedule and indicate which speakers are invited/confirmed.
Please include this information below or in a separate attachment.

NUMBER OF PARTICIPANTS

OISE faculty participants (expected)

OISE student participants (expected)	
OISE postdoctoral fellow participants (expected)	
Participants external to OISE (expected)	
Total number of expected participants	
Total confirmed or registered (if known)	

COMMUNICATIONS PLAN
Indicate how the event will be advertised through internal and external channels.

BUDGET FOR CONFERENCE/RESEARCH EVENT

Item (and number)	Source of funding	Funding confirmed/requested	Estimated cost
			Total: $

Thank you for your application. Please allow 15 business days for assessment.

Additional information is included on the program website.

Questions? Email Lisa Smith at oise.research@utoronto.ca or call 416-978-1117.