

GENERAL RESEARCH GRANT PROGRAMME

Application Form and Guidelines

Programme I: General Research Grant

These grants (to a maximum of \$3,500) may cover various direct costs of research, including travel expenses connected with the research project, and related subsistence charges at the rate of \$100 per day for the first 14 days, and \$60 per day thereafter. Please remember that applications for sums greater than \$5,000 are accepted by the SSHRC; it is unwise to limit your budget in order to apply to the Department.

Programme II: International Conference Travel Grants

These grants (to a maximum of \$2,000) are made toward the cost of APEX airfare (or the least expensive method of transportation that can be reasonably used) for the presentation of a formal paper at an international scholarly conference held outside Canada and the continental United States. Subsistence at the rate of \$100 per day for the first 14 days, and \$60 per day thereafter may be requested only for the number of days of participation at the conference.

In view of the fact that demand for international conference grants routinely far exceed funding, adjudication will proceed as follows: First of all, transportation costs will be awarded to all eligible applicants, and then subsistence on the basis of merit. If funding cannot meet even transportation expenses, applications that involve one or more of these features will have priority: conferences of major international organizations, and strong or promising research record. Exceptions may be considered if the application includes a persuasive letter of explanation. In order to be considered, each submission must include the following items (inadequate information may be cause for rejection):

1. completed Conference Travel Grant application form
2. statement or documentation outlining the nature and sponsorship of the conference (a printed brochure may be included in the application package)
3. copies of correspondence from conference organizers confirming the role that the applicant is expected to play in the conference (if unavailable at the time of application, this documentation will be accepted after the deadline)
4. information about the reviewing process papers are subject to in order to be accepted for presentation at the conference
5. brief but substantial abstract or précis (up to one page in length) of the paper(s) that the applicant intends to present
6. brief statement describing the importance of participation in the conference to the applicant and to the University
7. statement regarding alternative sources of funding that exist (such as from the conference organizers, operating grants held by the applicant, College, other) and/or for which application has been made.

Notification of Award and Method of Payment

Applicants to programmes will be notified in writing regarding the results of the competition. The Departmental Business Officer, Annette Chan, will provide information regarding forms and procedures for the use of funds.

Funds are made available to awardees for minimum period of one year. At the termination date of the award specified in the Administrative Digest, funds revert back to the Department and are immediately reallocated to new awards. Any request for an extension of the use of SIG funds must be received in writing at least one month prior to the stated termination date. Such requests must indicate why the extension is required and exactly how much of the original award remains in the Departmental account.

Conditions of Award

Eligibility: Full-time members of the academic staff with the rank of professors emeriti, visiting professors, and part-time members of the academic staff who are not employed outside the University are eligible to apply. Canada Research Fellows, Postdoctoral Fellows, and employees on major research projects whose activities approximate those of full-time or largely full-time members of academic staff are also eligible to apply. Persons performing research intended to qualify them for any academic degree and persons whose primary employment is not integrally related to their University of Toronto appointment are ineligible.

Invalid Use of Funds: No grant shall be used to provide a cash subvention toward the publication of a book or journal article. The Canadian Federation for the Humanities, The Social Science Federation or the University of Toronto Press are more appropriate sources for such funds. No grant shall be used either in whole or in part to defray costs of equipment. No grant shall be used either in whole or in part to defray the cost of the purchase of books or journals by the applicant (unless publications are directly related to the project and unavailable through library, and cannot be purchased by the Department). Grants will not be made for preparation of a text book or other teaching materials.

Ownership of Research Materials: Microfilm or other research materials acquired by a grantee through a GRG shall become the property of the University Library as soon as the research project is completed.

Leaving the University: If, at the end of the academic year for which a grant has been made, the grantee ceases to be a member of the University for any reason other than retirement, s/he shall not be eligible to use any unexpended balance of the grant.

Financial Records: It is absolutely essential that accurate departmental records of individual researchers' expenditures be maintained. In the event that an extension is requested, the exact amount remaining of the researcher's original award must be reported. In addition, the Department will accept no responsibility for overdrafts in grant accounts.