



## ARTS RESEARCH BOARD (ARB) APPLICATION SSHRC EXCHANGE – CONFERENCE ATTENDANCE & REPRESENTATIONAL ACTIVITIES GRANT

### Program Objective

The objectives of **SSHRC Exchange - Conference Attendance & Representational Activities Grants** are to support the applicant's participation in national and international conferences of major scholarly significance, as well as representational activities for scholars who hold executive office in scholarly organizations thereby contributing to the advancement and dissemination of knowledge in the Humanities, Social Sciences, and Business and the enhancement of the stature of the participant and the University. Presenting a major exhibition of work at a national or international conference will also be supported but funding will be at the discretion of the Faculty Conference Sub-Committee. Conference funding cannot be granted for only conference attendance.

### Award Value

The maximum allowable SSHRC Exchange - Conference Attendance & Representational Activities Grant is \$4,000. Researchers who submit multiple applications to the same competition or who submit an application to more than one competition within two fiscal years (April 1 to March 31) will be awarded a maximum of **\$4,000 over the two year period**. Any grant funds not used by the end of that period will be returned to the ARB.

**Please Note:** Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested and there is no guarantee of funding for each application submitted.

### Competition Dates

Each year there are **two** Conference Attendance & Representational Activities Grant competitions (fall & spring). **A completed application form must be received by ROADS by 4:30pm on the spring deadline date, March 31<sup>st</sup> or the Fall deadline date, October 31<sup>st</sup>.** (*Next business day if the deadline falls on a weekend or statutory holiday.*)

### Eligibility Criteria

To be eligible for ARB funding an applicant must be affiliated with McMaster University and must be eligible for SSHRC funding under the SSHRC Institutional Grant (SIG) Program. The following will be considered affiliated with McMaster University:

- Faculty members of McMaster University with a tenured or tenure-stream academic appointment.
- Former faculty members of McMaster University who have retired while holding a tenured academic appointment.
- Persons holding at least a one-year appointment at McMaster University. In the event the grantee's appointment at McMaster ends, unspent funds remaining at that time will be returned to the Arts Research Board.
- Postdoctoral fellows who are conducting scholarly activity in the Humanities or Social Sciences and who are supervised by a faculty member of McMaster University who holds a tenured or tenure-stream appointment.
- Individuals who hold teaching track or non-tenure track positions are eligible to apply for ARB funding for research, provided they obtain explicit permission from their Faculty Deans.
- Other persons, including Adjunct Professors and Professional Librarians, who hold permanent appointments at McMaster University and who meet SSHRC eligibility criteria for SIG funding.

Students and visiting fellows or scholars are **NOT** eligible to apply for ARB funding. However, SSHRC encourages the employment of students in SIG-funded research.

Release Time Stipends (RTS) are not allowed under SIG rules. RTS requests must be addressed at the institutional level.

### *New Scholars*

Applicants may request consideration as new scholars. Applications from new scholars will be adjudicated separately from all other applications. To have their applications adjudicated as new scholars, applicants must demonstrate that they have not been the principal investigator on a previous successful research grant from the Tri-Agency (SSHRC, NSERC, CIHR) and that one or more of the following applies:

- They completed their highest university degree within five years of the competition deadline;
- They have held a tenure-track university appointment at any university for five years or less;
- They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or
- They have had their career interrupted or delayed for family reasons.

### *Postdoctoral Fellows*

- As postdoctoral fellows satisfy the eligibility criteria, they may be considered new scholars.
- Applications from postdoctoral fellows and individuals holding contractually-limited appointments must include a work plan showing how the work for which funds are being sought will be completed within the contract period.

**Students and visiting fellows or scholars are not eligible to apply for ARB funding. However, SSHRC encourages the employment of students in SIG-funded research.**

### **Application Instructions**

**IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE**

All applications must be reviewed and signed by the Department Chair or their delegate prior to submission to ROADS. If the applicant is the Chair, the application must be reviewed and signed by the Dean or their delegate. The application will undergo administrative review for completeness by the Research Administration Analyst in ROADS. Any additional information or documentation beyond the requested page limits and/or requested documents will be removed from the application prior to review, ensuring all applications are evaluated in an equal context.

### *A Complete Application consists of:*

- ARB Application Form (signed by Department Chair or their delegate); and
- Supporting Documentation:
  - Budget Justification (maximum 1 page);
  - an explanation of the scholarly reputation and significance of the meeting and sponsoring organization (maximum 1 page);
  - an explanation of how your attendance at this meeting will contribute to your research career (maximum 1 page)
  - A copy of the abstract of the paper or work being presented and a copy of the acceptance letter or invitation to present at the conference
- SSHRC CV or Common CV (CCV)
  - With list of publications from previous 5-years attached
- Additional documents:
  - Applications from **postdoctoral fellows** must also include a letter of support (maximum one page) from their supervisors.
  - Applications from scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.

- Postdoctoral fellows must obtain both the chair and the dean's signature

### *Application Sections*

#### **Part A: Researcher Information**

Complete all fields with pertinent information for yourself as the project leader.

#### **Part B: Conference Information**

Provide information about the conference; sponsor/hosting organization, location, etc. as well as information about the nature of your participation at the conference/meeting.

#### **Part C: Budget**

Provide estimated costs for eligible expenditures as appropriate for your travel. Proposed expenditures will need to be justified in the Budget justification attachment. Ensure all travel is estimated in adherence with McMaster's [https://financial-affairs.mcmaster.ca/app/uploads/2019/01/AP-01\\_Guidelines\\_Revised\\_FINAL\\_July\\_2021.pdf](https://financial-affairs.mcmaster.ca/app/uploads/2019/01/AP-01_Guidelines_Revised_FINAL_July_2021.pdf)

### *Eligible Expenditures*

Funds awarded in a competition are exclusively for the conference applied for (conference named in application awarded) and cannot be used for another conference.

**An expense report for Conference travel must be submitted within one year of the grant award.**

Presenting a major exhibition of work at a national or international conference will also be supported but funding will be at the discretion of the Faculty Conference Sub-Committee. Conference funding cannot be granted only for conference attendance.

**For complete details of Eligible Expenditures, see McMaster's** [https://financial-affairs.mcmaster.ca/app/uploads/2019/01/AP-01\\_Guidelines\\_Revised\\_FINAL\\_July\\_2021.pdf](https://financial-affairs.mcmaster.ca/app/uploads/2019/01/AP-01_Guidelines_Revised_FINAL_July_2021.pdf)

### **Transportation**

Applicants are encouraged to use the most economical travel arrangements available and suitable to their requirements. ARB support is limited to economy-class air fare, comparable rail or car mileage, the latter based on the current University rate. Health insurance costs are not covered by the Board.

### **Kilometre Rates**

The following University rates are to be used:

- 59¢ per kilometre for the first 5,000 kilometres driven; and
- 53¢ per kilometre driven after that.

### **Subsistence**

Conference subsistence is limited to 5 days at the maximum listed below. Justification must be provided for requests that exceed the recommended rates. Scanned copies of original receipts must accompany expense report.

**Meals:** Rates to be used prior to July 1, 2021:

- In Canada: \$91.25 CDN per diem maximum
- Outside of Canada: \$91.25 US per diem maximum

Rates to be used as of July 1, 2021:

- In Canada: \$93.50 CDN per diem maximum (\$20.80/breakfast, \$21.05/lunch, \$51.65/dinner)
- Outside of Canada: \$93.50 US per diem maximum (\$20.80/breakfast, \$21.05/lunch, \$51.65/dinner)

**Accommodation:** Reasonable cost of a single room per traveler. Complete details are available on the McMaster's [https://financial-affairs.mcmaster.ca/app/uploads/2019/01/AP-01\\_Guidelines\\_Revised\\_FINAL\\_July\\_2021.pdf](https://financial-affairs.mcmaster.ca/app/uploads/2019/01/AP-01_Guidelines_Revised_FINAL_July_2021.pdf)

#### **Part D: Other Funding**

List other sources of funding and related details, which have been applied for in the past 5 years (awarded, pending or declined).

#### **Part E: Supporting Documentation**

The following documents must be submitted as requested. Please attach the following supporting documentation as one (1) PDF document, including the completed application form. Please adhere to the stated format and page length. Any additional materials will be removed prior to review by the Board.

##### ***1. Budget Justification***

A detailed explanation and justification for each budget item identified in **Part C: Budget** is required. Sufficient information to allow reviewers to assess whether the resources requested are appropriate must be provided. This page should only contain information pertinent to the budget (**maximum 1 page**).

##### ***2. Scholarly Reputation of Meeting/Organization***

Include a brief explanation of the scholarly reputation and significance of the meeting and sponsoring organization (**maximum 1 page**).

##### ***3. Contribution to Career***

An explanation of how your attendance at this meeting will contribute to your research career (**maximum 1 page**).

##### ***4. Abstract/Invitation***

Include a copy of the abstract of the paper/work being presented at the conference as well as a copy of the acceptance letter or invitation to present at the conference.

##### ***5. Additional documents:***

- **Postdoctoral fellows** must include a letter of support (maximum one page) from their supervisors.
- Scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.

##### ***6. SSHRC CV or Common CV (CCV) Form***

A complete, current and accurate SSHRC CV or Common CV (CCV) Form will be required for lead PI as an attachment to the ARB application form, to provide the CV information, as well as funding history, student training history, and publication and/or research creation activity record. Please also include a list of publications from the last 5-years.

#### **Part F: Departmental Approval**

You must sign your proposal and submit it to your Department Chair or their delegate for approval, in hard copy or electronically. The Department Chair or their delegate is required to provide comments on the proposal and signature on the application form.

#### **Adjudication Process**

SSHRC Exchange - Conference Attendance & Representational Activities Grant applications are adjudicated by the appropriate Faculty Subcommittee consisting of the Faculty Dean and the Faculty Representative, and then shared with and approved by the full Board via email correspondence. They are adjudicated twice annually (fall and spring).

SSHRC Exchange - Conference Attendance & Representational Activities Grant applications will be reviewed for the following:

- Significance of the conference (e.g., the conference's importance to the dissemination of results or research);
- Justification of the financial expenditures (e.g., is the budget justified for the Conference proposed);
- Contribution to the candidate's long range research plan; and
- Applicant's scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years).
- Other considerations:
  - Priority will be given to applicants requesting support for the presentation of a peer-adjudicated submission at a major, learned conference.
  - The Arts Research Board will consider applications for travel grants by Canadian scholars who hold office in international scholarly organizations to attend management and policy meetings of those organizations.
- In cases where a joint paper is to be presented, only one author will be supported unless an exceptional circumstance can be demonstrated.

### Feedback to Applicants

Board members are not required to submit comments on the proposals. Feedback will be provided to applicants who request it. Deans will provide feedback to their own faculty. The ARB decisions are final; there is no appeal process.

### *Final Report Requirement*

***To be eligible for future ARB funding, researchers who have been awarded ARB SSHRC Explore or Exchange funds previously must submit a final report to ROADS within six months of completing the project.***

### Additional information

Additional information may be found on the <https://research.mcmaster.ca/research-office-for-administration-development-support-roads/arts-research-board/>



**ARTS RESEARCH BOARD (ARB) APPLICATION**  
**SSHRC EXCHANGE – CONFERENCE ATTENDANCE & REPRESENTATIONAL ACTIVITIES GRANT**

**Submission Deadline: 4:30pm, March 31<sup>st</sup> or October 31<sup>st</sup>**

Submit one complete, signed application (as outlined above) by email to: Muriel Gervais, Research Administration Analyst, ROADS, Email: [gervaism@mcmaster.ca](mailto:gervaism@mcmaster.ca) Tel: 905-525-9140, Ext. 26980

**IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE**

| <b>Part A: Researcher Information</b>   |  |                              |                             |
|---|--|------------------------------|-----------------------------|
| <b>Name:</b>  |  |                              |                             |
| <b>McMaster ID:</b>   |  | <b>Extension:</b>            |                             |
| <b>Email:</b>   |  |                              |                             |
| <b>Department or School:</b>  |  |                              |                             |
| <b>Faculty:</b>   |  |                              |                             |
| <b>Name of Department Chair (or their delegate):</b>  |  |                              |                             |
| If the Department Chair is not available or the applicant is the Department Chair, please provide the name and position of the delegate who will be completing Part D of the application form (e.g., Associate Dean, Dean, etc.).   |  |                              |                             |
| <b>Rank</b> (e.g., Professor, Assistant Professor, Lecturer, etc.)  |  |                              |                             |
| <b>Status</b> (e.g., Tenure, Tenure-Track, Limited Appointment, etc.)   |  |                              |                             |
| Do you have a Teaching or Teaching-stream academic Appointment? <i>(If yes, please obtain explicit permission either in an email or letter from your Faculty Dean)</i>  |  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <b>Have you had previous successful Tri-Agency grants?</b>  |  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <b>Have you previously received ARB Funding?</b>  |  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| If yes, have you submitted your Final Report?<br>(due <b>within six months</b> of completion of the project or conference travel)   |  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <b>Do you qualify as a new scholar?</b>   |  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Applicants may request consideration as new scholars if they demonstrate that they have not been the principal investigator on a previous successful research grant from the Tri-Agency (SSHRC, NSERC, CIHR) and that one or more of the following applies:   |  |                              |                             |
| <ul style="list-style-type: none"> <li>• They completed their highest university degree within five years of the competition deadline;</li> <li>• They have held a tenure-track university appointment at any university for five years or less;</li> <li>• They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or</li> <li>• They have had their career interrupted or delayed for family reasons.</li> </ul> |  |                              |                             |
| <b>Part B: Conference Information</b>   |  |                              |                             |
| <b>Title of Conference:</b>   |  |                              |                             |
| One conference per application form.  |  |                              |                             |
| <b>Sponsoring Organization:</b>   |  |                              |                             |

|   |  |
|---|--|
| <b>Nature of Conference:</b><br>(e.g., national, international, other (please explain))               |  |
| <b>Location:</b>  |  |
| <b>Date(s):</b>   |  |
| <b>Frequency of Conference:</b><br>(e.g., annual association meeting, ad hoc meeting, etc.)           |  |
| <b>Nature of Your Participation:</b><br>(e.g., presenting a paper, representational activities, etc.) |  |
| <b>Title of Paper to be Presented (if applicable):</b><br>Attach an abstract of your paper.           |  |
| <b>Participant Selection Process:</b><br>(e.g., peer-review, invitation, etc.)                        |  |
| <b>Will the proceedings be published?</b>   | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <b>If yes, where and in what format</b><br>(e.g., abstract or complete paper)?                        |  |

| <b>Part C: Budget – Transportation Costs:</b>   |        |
|---|--------|
| <b>Air</b><br>ARB support is limited to economy-class airfare.  | \$0.00 |
| <b>Ground</b><br>The following University rates are to be used: <ul style="list-style-type: none"> <li>• 59¢ per kilometre for the first 5,000 kilometres driven; and</li> <li>• 53¢ per kilometre driven after that</li> </ul>   | \$0.00 |
| <b>Other</b><br>Passport and immigration fees are not eligible expenses.  | \$0.00 |
| <b>Accommodation:</b><br>Reasonable cost of a single room per traveler. Complete details are available on the McMaster's <a href="#">Reimbursements to Individuals for University Business Policy</a> .   | \$0.00 |
| <b>Meals:</b><br>Support is limited to 5 days. The maximum per diem rate allowed prior to July 1, 2021, within Canada is \$91.25 CDN and Outside of Canada is \$91.25 US. Effective July 1, 2021, the maximum per diem rate allowed within Canada is \$93.50/day CDN per diem maximum (\$20.80/breakfast, \$21.05/lunch, \$51.65/dinner) and Outside of Canada, it is \$93.50/day US per diem maximum (\$20.80/breakfast, \$21.05/lunch, \$51.65/dinner). | \$0.00 |
| <b>Registration Fees:</b>   | \$0.00 |
| <b>Other Expenses:</b>  | \$0.00 |
| <b>Total Amount Requested (Canadian Dollars only):</b><br>The maximum allowable Travel Grant is \$4,000 over two fiscal years (April 1 to March 31).  | \$0.00 |

**Part D: Other Funding**

List all sources of support (internal and external) awarded or applied for in the last 5 years.

A one-page document may be attached if additional space is required to complete Part D.

*Support awarded in the last 5 years:*

| Project Title or Conference Name, Year and Location: | Project Period (date of conference or start and end date of research): | Funding Agency or Program: | Type of Support (e.g., research grant, strategic grant, conference grant, fellowship, etc.): | Amount Awarded (for multi-year grants please indicate the total amount awarded): |
|--|--|----------------------------|--|--|
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|  |  |                            |  |  |
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|  |  |                            |  |  |

*Support applied for in the last 5 years (pending or denied):*

| Project Title or Conference Name, Year and Location: | Project Period (date of conference or start and end date of research): | Funding Agency or Program: | Type of Support (e.g., research grant, strategic grant, conference grant, fellowship, etc.): | Status (pending or denied), Amount Requested and Duration of Grant: |
|--|--|----------------------------|--|---|
|  |  |                            |  |   |
|  |  |                            |  |   |
|  |  |                            |  |   |
|  |  |                            |  |   |
|  |  |                            |  |   |



**Part E: Supporting Documents (to be included as part of one PDF file submitted to ROADS)**

Please attach the following documents as a single PDF using these headers:

1. **Budget Justification** - a detailed explanation of the expenses itemized in Part C of the application form (maximum 1 page),
2. **Scholarly Reputation of Meeting/Organization** - an explanation of the scholarly reputation and significance of the meeting and sponsoring organization (maximum 1 page),
3. **Contribution to Career** - an explanation of how your attendance at this meeting will contribute to your research career (maximum 1 page),
4. **Abstract/Invitation** - a copy of the abstract of the paper/work being presented and a copy of the acceptance/invitation to present at the conference,
5. Current **SSHRC CV or Common CV (CCV) Form from lead PI** (including list of publications from the previous 5 years)
6. Additional documents from **postdoctoral fellows** only:
  - Applicant must include a letter of support (maximum one page) from their supervisors.
  - Applicants must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.
  - Applicants must obtain both the chair and the dean's signature.

*Please use minimum 12pt font, single spaced, number pages and include your name in top right corner of each page.*

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Applicant's signature

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Date

**Part F: Chair's Comments**

Once Parts A through E of the application have been completed, applicants should forward a PDF of the complete application package to their Department Chair or their delegate for comments and signature. Department Chairs should arrange to have one signed electronic copy of the application forwarded to the Research Office for Administration, Development & Support (ROADS).

**In the space below please answer the following questions:**

1. If the applicant is a new faculty member, please comment on the significance of his or her research program for career development.
2. Is the applicant's publication and research record at this career stage above, at, or below expectations?
3. Are there other considerations that the Board should take into account (e.g., the conference's importance to the dissemination of results or research)?
4. Is the budget, in your opinion, justified for the conference proposed?

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Chair's Name (Print)

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Chair's signature (or delegate)

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Date