



**OFFICE OF VICE - PRINCIPAL  
(RESEARCH AND INTERNATIONAL RELATIONS)**

**Office of Sponsored Research**  
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**INTERNAL: PAPER PRESENTATION GRANT GUIDELINES**

**GUIDE AND APPLICATION CAN BE ACCESSED AT  
<http://www.mcgill.ca/research/researchers/funding/internal/>**

The paper presentation grant program allocates SSHRC funds to McGill faculty members for travel expenses incurred when they present research communications at academic conferences. This paper presentation grant program combines and replaces all previous travel programs of the Office of Vice-Principal (Research and International Relations). Conditions placed on these grants are outlined below.

**Conference Presentations**

Paper presentation grants will only be awarded to academic staff (in Social Sciences and Humanities disciplines) presenting research communications at conferences. An applicant **must** present a paper at the conference for which travel funding is sought. Staff attending conferences for other purposes (e.g., as a member of an executive) or presenting a seminar paper to a department or faculty at another university are not eligible. Public performance or viewings must meet peer standards of excellence and roundtables, and/or poster sessions will be considered provided there is evidence that a paper submission is part of the work.

It is assumed that academic staffs who are invited to give papers by conference organizers receive funding from the organization and must provide documentation of the funding received.

**Paper presentation grant money will not be awarded retroactively.**

**Eligibility**

Full-time and emeritus academic staffs are eligible to apply for **one paper presentation grant (\$1,500) every two fiscal years (from May 1 April 30)**. Research Fellows with three-year appointments are also eligible. Awards are not made to part-time staff, visiting professors or to lecturers on appointments of one year or less.

For those applicants in the performing arts, a copy of the conference or workshop program and a statement that the applicant is not receiving any fee for the activity must be included with the application form.

Full-time librarians may receive travel grants from the Office of VP – Research and International Relations and/or the Director of Libraries, depending on the subject of the conference. Librarians applying to present at conferences concerned with library administration and management (e.g., cataloguing, book selection, and computerization) should submit their request to the Director of Libraries, McLennan Library Building. Librarians planning to present papers concerned with traditional academic university research, such as historical or literary studies, should apply to the Office of VP – Research and International Relations via the Office of Sponsored Research.

## **Sabbatical Leave**

Full-time members of the academic staff (in Social Sciences and Humanities disciplines) who are on sabbatical leave may apply for a paper presentation grants, unless they are eligible for forms of travel assistance from granting agencies, or through another university. Those on sabbatical leave may apply for a trip of short duration to and from a particular conference, but not for the expenses of travel to the place where the sabbatical will be taken up.

## **Application and Assessment**

Applications must be made on the attached form and signed by the applicant, as well as the Chairperson of the Department. **Applications must not exceed 10 pages.**

## **They must include:**

1. **Original application form completed, single-sided. (Maximum 10 Pages)**
2. **Confirmation of the applicant's participation at the conference.**  
**If this is not available at the present time, it must be provided before the award is confirmed.**
3. **Information on the organization sponsoring the conference.**
4. **The conference program and/or list of participants. (Please exercise economies in providing documentation e.g. avoid complete listing of all conference participants. If providing conference program, please mark/highlight the applicant's name on the list.**
5. **An abstract or precise of the paper to be presented (1 paragraph to 1 page)**

Paper presentation grant applications will be reviewed four times a year.

## **WE WILL ACCEPT NO APPLICATIONS AFTER EACH RELEVANT DEADLINE.**

**YOU MUST APPLY FOR THE ONE OF THE TWO DEADLINES CLOSEST TO,  
BUT NOT LATER THAN, THE DATE OF YOUR CONFERENCE.**

If the deadline falls on a weekend or public holiday, the next working day applies (5:00 pm).

**Deadlines: June 1      September 15      December 15      March 15**

Applications will only be considered for meetings taking place after the relevant application deadline. Please note that *retroactive awards cannot be considered*. Awards will be reviewed and administered by the Office of Sponsored Research of the Office of VP - Research and International Relations. **Results of the competitions will normally be announced not less than six weeks after the application deadline.**

Applications, which do not comply with the above guidelines, cannot be considered. Please check with the Office of Sponsored Research annually for updated guidelines and forms.

## **Rates**

Paper presentation grants are paid on a flat-rate basis. Eligible academic staff may apply for **one award of \$1,500 (over a two-year period)**. *Please note that the fiscal year starts May 1 to April 30. The two year cycle starts in the fiscal year that a grant is awarded.* The Committee reserves the right to make partial awards. **When funds are limited, the Paper Presentation Grants Committee will give preference to applications from non-tenured, tenure-track assistant professors and to individuals who did not receive travel grant support in the last year.**