

Internal: Paper Presentation Grant (PPG)

Guidelines and Application can be accessed at:

<https://www.mcgill.ca/research/research/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 managed by the Office of Vice-President (Research and Innovation). The conditions placed on these grants are outlined below.

Conference Presentations

Paper Presentation Grants will only be awarded to ranked full-time academic staff presenting research communications at conferences. The proposed research must be primarily in the social science and humanities. An applicant **must** present a paper at the conference for which travel funding is sought. Funding to attend a conference in Montreal is not eligible. Applications requesting support for staff to attend conferences for other purposes (e.g., as a member of an executive) or to present a seminar paper to a department or faculty at another university are not eligible. Public performances 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.

Paper Presentation Grant funding will not be awarded retroactively. Please submit your application to a program deadline that falls before the conference date.

Eligibility

Ranked full-time and emeritus academic staffs are eligible to apply for **one Paper Presentation Grant (\$1,500) every two fiscal years (from April 1 to March 31)** to attend one conference. ***Awards are not made to part-time staff, visiting professors or to lecturers on appointments of one year or less.***

Applicants must have applied for external research funding in the past three years before applying or reapplying to the PPG program.

In accordance with SSHRC's legislated mandate, the proposed research must be primarily in the social sciences and humanities, and the intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies – what we think, how we live, and how we interact with each other and the world around us.

Academic staff who receive funding from conference organizers to present a paper at a conference must provide documentation of the funding received from the organization with their application.

For 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 Innovation 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 Innovation via the Office of Sponsored Research.

Sabbatical Leave

Full-time members of the ranked academic staff (in accordance with SSHRC's [legislated mandate](#), the proposed research must be primarily in the social science and humanities) who are on sabbatical leave may apply for 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 or to return to Montreal to attend a conference.

Application and Assessment

Applications must be made on the attached form and signed by the Applicant and the Chairperson of the Department. **Please merge the application documents before requesting your Chair's signature.**

[Applications must be submitted electronically as a single PDF by the deadline date \(5:00 pm\).](#)

Applications must include the following and not exceed 10 pages:

1. Application form completed and duly signed. (Maximum 10 Pages)
2. Confirmation of the applicant's participation at the conference. Please do not submit the conference registration form. OSR requires a copy of the email confirmation from the organization stating your paper has been accepted. **If this is not available at the present time you can still apply for funding. The document must be provided before the award is approved.**
3. Information on the organization sponsoring the conference (e.g. copy of the organization's About webpage).
4. The conference program and/or list of participants. (Please exercise economies in providing documentation e.g. avoid attaching a complete listing of all conference participants. If providing the conference program, please mark/highlight the applicant's name on the list).
5. An abstract to precis 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 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 Innovation. **Results of the competitions will normally be announced within six weeks of each application deadline.**

Applications that do not comply with the guidelines above 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) to attend one conference. Please note that the fiscal year starts April 1 to March 31. 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 fiscal year.**