

## **FACULTY OF ARTS AND SOCIAL SCIENCES: CONFERENCE TRAVEL POLICY**

Each fiscal year (1 May-30 April), the Office of the Dean of FASS will establish a budget for the purpose of assisting faculty members to participate in national and international conferences, with the aim of facilitating the dissemination of their research.

### Eligibility

- Regular faculty members who hold an appointment of at least 50% time are eligible to apply for full or partial funding of their conference travel(s), to an individual annual maximum of \$1000. Only those who are actively presenting their research at the conference may apply.
- Session chairs are not eligible.
- Eligible expenses comprise travel (including ground transfers), accommodation, meals and registration fees.
- Part-time (less than 50%), adjunct, contract, and retired faculty members are not eligible for funding.
- Faculty members at the rank of assistant professor who have not yet been considered for tenure may apply for at least two conference subventions each year, funds permitting, even if this takes them beyond the normal \$1000 ceiling.
- Those holding appointments as full-time instructors are also eligible to apply, and should demonstrate that attending the conference is important to their professional standing; however, priority in funding will go to those who have research included as part of their job requirements.

### Application Process

- Funding will be awarded on a first-come, first-served basis until the allocated funds are exhausted. Please note that there is no guarantee of the availability of conference travel funding, particularly late in the fiscal year.
- Faculty members are advised to submit their application at least two weeks before the scheduled conference (retroactive funding will not be considered). All applications should be submitted online using this [form](#).
- While funding will be committed in advance, and the faculty member so notified, actual payment will normally be made only after the travel has been completed, on the submission of an appropriate travel report form accompanied by original receipts. The provisions of the Carleton University travel policy shall apply.

Recognizing that this fund can support only a minority of those faculty members who are potentially eligible, all faculty members are strongly encouraged to routinely include conference travel funding in all research grant applications. Those faculty members who have access to other sources of funding through research grants and/or contracts are warmly invited to demonstrate good collegial citizenship by not drawing on the Dean's fund unless absolutely necessary. Faculty members who can use start-up grants, professional expense allowances, etc., to cover all or some of their conference travel costs are requested to do so.

revised January 2012