



## Research, Conference Travel, and Publication Grant Guidelines

### Eligibility:

Eligible applicants are listed below. Please note that Victoria College Fellows will be given priority in the allocation of funds. An applicant's active involvement at Victoria College will be taken into consideration.

- Victoria College Fellows
- Current full-time and part-time Victoria College appointed faculty
- Retired Victoria College faculty engaged in research
- Research Centres affiliated with Victoria College

Please note that CUPE sessional instructors, Victoria College Occasional Expert Lecturers, and Victoria College Associates are ineligible to apply for these grants.

Eligible applicants are entitled to be awarded a maximum of one grant of each type in an academic year (July to June), regardless of when the event/research takes place.

Grants must be used for the purpose for which they were awarded. Normally, conference funds must be spent within the academic year **for which** they are awarded. Retroactive claims are lower priority.

Applicants must submit their applications online via instructions provided by the Principal's Office. You must submit a short CV (3 pages showing recent scholarly activity and research grants) with your application, as well as any supporting documents (e.g., proof of conference participation for Conference Travel Grants, and proof of publication acceptance for Publication grants).

**There will be two competitions per year, with deadlines of October 15 and April 1.  
Applications not uploaded by the deadline will not be considered.  
Incomplete applications will not be considered.**

### Other Funding:

Applicants who have funding available to them elsewhere should make applications accordingly. Whether other applications for the same project were successful or unsuccessful, or are still pending, details **must** be included as part of the application for College funds.

### Victoria College Grants:

**Research Grants** are intended to defray expenses incurred in the conduct of research, typically travel, accommodation, hiring of research assistants, and photo duplication. Funds may also be granted for preparation of materials for research dissemination. Purchase of equipment, such as computers, is not supported. A brief (1-page) report may be requested by Victoria College at the completion of the research project to indicate how the grant supported the research, and the research outcomes.

**Conference Travel Grants** are intended to support participation in scholarly conferences in Canada and elsewhere. A copy of the letter of invitation and/or the program of the conference must be attached to the application. Public lectures and guest lectures in courses at other universities are not supported. Preference will be given to presentations of full conference papers. Other types of participation (e.g., round tables, commentator, and respondent roles) may be considered at a lower level of priority. Chairing a session is not eligible.

**Publication Grants** are intended primarily for subventions toward the publication of research results in peer-reviewed venues (including electronic publication and open access) related to the completion of substantial

research programs. Proof of publication contract is required. Other expenses directly related to the costs of scholarly publication are eligible, such as indexing, translation, copy-editing, and images. Publication grants are only intended to defray final publication costs of major projects, not for the provision of 'seed money' for the early stages of research, funding for small-scale individual projects, or conference travel, since other College grants are directed toward such needs. A copy of the published work must be given to the E.J. Pratt library once it is complete.

### Funding Limits:

The limits for funding are as follows:

Research Grants –	Maximum \$3,000
Conference Travel Grants –	Maximum \$1,500
Publication Grants –	Maximum \$10,000
Per Diem meal allowance –	Maximum \$80/day Canadian travel Maximum \$100/day International travel
Car travel –	57 cents/km

### Proof of Payment and Reimbursement Policy:

All grants are paid by reimbursement to the grant holder or invoice payment to third party only. We will require all original credit card slips as well as itemized receipts, proof of travel, etc. Submissions without appropriate documentation will not be processed. Please have invoices made to:

Victoria University  
73 Queen's Park Crescent E  
Toronto, ON  
M5S 1K7

Grant monies are awarded based on the application provided; any changes to the terms of the grant at time of expense submission will not be accepted. Your reimbursement should match your original submission or be reasonably similar. If you are awarded funds for conference X you cannot submit receipts for conference Y.

Original receipts issued by suppliers must support requests for reimbursement. For on-line purchases using a personal credit card, the receipt would be the printout of the confirmation of purchase, registration, etc., provided by the website after payment.

For air travel, taxi, and hotels, these would include proof of travel, a receipt showing the method of payment and the amount paid by the traveller, and, if applicable, credit card statement indicating the conversion rate to CDN currency.

Please note that receipts are particularly important for income tax purposes. The Canada Revenue Agency considers all amounts paid to individuals without receipts to be income to the individual and, therefore, taxable.

If you are awarded grant money for a Research Assistant (RA), the payments will be considered T4A income for the RAs. They can be paid in one lump sum at the end of the research or a maximum two payments (midway and on completion). The RA **must** be a registered undergraduate or graduate student at the University of Toronto.

If your RA is on a work study permit, it must indicate "allowed to work on- or off-campus." The student will need to have a Social Insurance Number (SIN). All individuals with a SIN starting with "9" should submit a copy of their study permit and SIN that indicates the expiry dates. If your RA does not have a valid work study permit and SIN, the student cannot work, and a payment will not be processed.