



OFFICE OF THE VICE-PRESIDENT RESEARCH

MEMORANDUM

To: University Research Community

From: Malcolm Campbell, Vice-President (Research)

cc: Deans, chairs and directors
Associate Deans of Research

Date: February 25, 2016

RE: Sponsorship Requests for Research Conferences/Symposia/Workshops

The Office of the Vice-President (Research) regularly receives requests for sponsorship and support for research events, e.g. conferences/symposia/workshops, organized by faculty members and student groups that enhance the profile of UofG in the wider scholarly community.

Eligible support:

- Conferences/symposia/workshops that normally will take place at UofG campuses/facilities, or in the nearby community
- Conferences/symposia/workshops that have a clear research benefit to the faculty and/or students at UofG
- Conferences/symposia/workshops to which a fairly large number of UofG students, research staff, and faculty will be participating
- Conferences/symposia/workshops with explicit, prominent, posted policies for diversity/inclusivity and respectful participation/anti-harassment that ensure diversity in speakers and attendees, and promote a safe, participatory

environment for all participants

- Conferences/symposia/workshops that align with college/departmental priorities, and that are endorsed by the Dean, ADR and/or Department Chair through financial support that the college/department is prepared to provide to the event
- Conferences/symposia/workshops that have a detailed budget. Sponsorship is usually provided for specific budgeted items that include, but are not limited to: travel and accommodation costs of a keynote speaker and/or student participants; poster presentation session or plenary session; awards for student/post-doc speakers
- Conferences/symposia/workshops that have sought support from other sources for which they may be eligible (e.g. for faculty – SSHRC Connections Grant; e.g. for students – Partnership Fund, SCSU, GSAS)

Procedure:

1. Each event must have a sponsor, normally from the host unit. Requests from faculty members/student groups must have endorsement of their ADR who will forward the request to the Office of the Vice-President (Research)
2. Requests must include the following information:
 - a. Overview of the event, including location
 - b. Rationale for support, e.g. how the event is the most appropriate venue for the communication of the research; impact of the event on the discipline; impact of the event on UofG's profile in the scholarly community. If the event is not being held at UofG campuses/facilities, or in the nearby community, please address this in the rationale
 - c. Extent to which UofG faculty/students are involved
 - d. Budget for the overall event where support to be provided by the home unit (s), other contributions, and anticipated sources of revenue, e.g. registration fees, is clearly outlined
 - e. Specific details on the needed UofG sponsorship, including a rationale for the need and identification of costs

- f. Specific details on the explicit, prominent, posted policies for diversity/inclusivity and respectful participation/anti-harassment that ensure diversity in speakers and attendees, and promote a safe, participatory environments for all participants - useful guidelines can be found at:
<http://journals.plos.org/ploscompbiol/article?id=10.1371/journal.pcbi.1003903>; helpful example: <http://dnabarcodes2015.org/program/conference-policies>.
3. Requests will be assessed using the following criteria:
 - a. Appropriateness of the event, with specific reference to the department's academic plan and/or UofG's Strategic Research Plan (SRP)
 - b. Enhancement of UofG's profile in the scholarly community
 - c. Need for funds
 - d. Availability of an explicit, prominent, posted policies for diversity/inclusivity and respectful participation/anti-harassment that ensure diversity in speakers and attendees, and promote a safe, participatory environment for all participants
 4. The Vice-President (Research) will decide on the level of support to be provided
 5. The decision will be communicated to the ADR under the signature of the VPR
 6. Payment of support: Transfer to UofG conference account or by expense reimbursement depending on the nature of the sponsorship
 7. The sponsorship of the Office of Research will be acknowledged on all conference advertising, e.g. print, website, etc...

Report:

Recipients must submit a report of one to two pages in length describing what was accomplished and how the funds were expended to the Office of the Vice-President (Research), no later than two months after the event. Please include a copy of the conference program, information on the impact of the Office of Research support, as well as a breakdown of conference attendance numbers and total number of registrants, in order for the Office of the Vice-President (Research) to assess the impact of the support.