



UWT-SEG Exchange Travel Grant

2020 Application Form for Retired Faculty

Instructions for Completing Application

UWT-SEG Exchange Travel Grant for Retirees has one annual cycle. Applications are due on June 15 every year. Late applications will not be considered.

Please submit applications by email to the Committee Chair, Norm King, at nking@uwindsor.ca. WURA will adjudicate applications and return results to the Office of Research and Innovation Services. Your application **does not** need to be sent to a Department Head or a Dean!

The purpose of this grant is to allow researchers to present their research or artistic exhibitions/presentations at scholarly conferences and other dissemination venues to advance their careers and encourage the exchange of ideas and research results at the national and international level, and to support the organization of small-scale knowledge mobilization activities in order to encourage collaboration and dissemination of research results both within and beyond the academic community. (Proposed activities may include workshops, seminars, policy briefs, knowledge syntheses, and artistic exhibits – please see the list of events and outreach activities on the [SSHRC Connection Grant website](#) for other possibilities.) A portion of the funding for this program is provided by SSHRC, and accordingly, applicants in the Social Sciences, Humanities and Arts should refer to this grant in their CVs as the **'SSHRC Exchange Grant'**.

Grants are valued at a maximum of \$1000. Please estimate your expenditures in accordance with the terms of the Collective Agreement between the University and the Faculty Association.

Eligibility

1. Travel must take place during the calendar year in which the application is submitted
2. Grants are available to all retired Faculty and Librarian members
3. Applicants are eligible for one award per year
4. Applicants must use the required form and submit directly to WURA
5. Applications will be adjudicated according to the following criteria
 - a. the need for travel or knowledge-mobilization funds in light of other sources available, the use of the departmental professional development fund, and the identification of other sources of funding to support the applicant's travel. These criteria will be strictly applied because the demand on the program has increased significantly;
 - b. the title of the paper and/or the nature of the exhibition or presentation and its apparent relevance to scholarship or creative activity;
 - c. the nature of the conference, presentation or exhibition and its apparent importance;



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- d. the publication record and record of delivered papers, presentations or exhibitions within the last three years;
- e. the need for travel funds.

Eligible Expenses

- **Transportation** - Request actual fare for train, economy air or mileage at approved rate per kilometre as set out in the Collective Agreement, but not to exceed economy air plus necessary ground transportation. Do not claim accommodation or meals enroute when travelling by automobile. Submission of receipts except for the use of one's personal automobile is mandatory.
- **Accommodation** - Claim actual single rate charges incurred in a reasonably priced hotel or motel.
- **Meals** - As per Collective Agreement.
- **Conference registration fees**, etc.
- **Knowledge Mobilization** costs may include hiring a student, supplies, equipment, etc

Obtaining Awarded Funds

Retired Faculty can obtain their awarded funds after travel through the Office of Research and Innovation Services. You will need to submit your receipts digitally to oris@uwindsor.ca, or in person at the Joyce Entrepreneurship Centre, room 150.

NOTE: Please do not submit receipts with your application! Receipts are only required if your application is successful.

If you have not submitted a claim since 2016 (when UWinsite Finance was launched), you will need to complete a PO06 form so that you can be added to the payment system. You will also need to complete a Direct Deposit Authorization. If we require these forms from you, we will send them to you along with your Notice of Award.

When all your receipts are received, ORIS will process the request for your reimbursement. Reimbursements are normally issued within 2-3 weeks, if all forms have been received.

If you currently hold a research grant, or other funding from the University, and your travel is an eligible expense, you must submit your expenses in **iExpense** and send the **expense claim number** and **project/grant account number** by filling out a [Final Report](#) online.

PLEASE COMPLETE ALL BLUE HIGHLIGHTED FIELDS!

Enter N/A or 0 if the field does not apply to you



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Application Form

Date: _____

Investigator Information

First Name: _____ Last Name: _____

Phone: _____ Email address: _____

Former Faculty: _____ Former Department: _____

Faculty: _____ Department: _____

Mailing Address: _____

Application type

Academic travel (complete Sections A, C and D)

The organization of a knowledge-mobilization activity (complete Sections B and D)

Section A: Conference Travel

Name of Conference/Event			
Location			
Start date		End date	
Activity Type			
Title			
Were you invited to present?		If yes, please enter the amount of any covered expenses:	
Will your work be published in a peer-reviewed journal?			
Please add any other relevant information:			



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Supporting documentation

Please attach the following to your application:

1. A CV of your publications, conference presentations and other academic outputs from the last 3 years
2. Either a letter of acceptance of your conference paper or a copy of a program where your name is included

Section B: Knowledge Mobilization Activity

Activity type			
Activity title			
Start Date		End date	
What are the goals and objectives of your proposed knowledge mobilization activity?			
Please give a brief description of your proposed activity.			

Supporting Documentation

Please include a one page supporting document that details:

1. The research knowledge that will be disseminated, transferred, or exchanged through the activity
2. The participants who will deliver the activity (faculty, research assistants, students, etc)
3. The audiences you are planning to reach (e.g., scholars in a particular field, a particular group in the community) and why it is important to connect with them.
4. A project budget



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Please do not submit any documents longer than one page. Additional pages will be truncated before review by the committee.

If applicable, you may also attach a one-page letter of support from a collaborator.

Section C: Travel Budget and Funding Request

Expected total expenses for travel

Expense	Amount
Transportation	
Accommodation	
Meals	
Registration	
Other (specify)	
Total	

Total amount requested: \$1000

Other

When was your most recent award from UWT-SET (or, if applicable, ADTF)?

What amount did you receive?

When did you complete travel using that funding?

What research grants do you currently hold? Please enter source, amount and year awarded, with one grant entered per line. If none, please enter N/A.

