



University
of Windsor

UWindsor Retirees' Academic Research and Artistic Dissemination Activities

Grant Application Form for Retired Faculty

Instructions for Completing Application

The Retirees' Research and Artistic Dissemination Grant is funded by the Office of the Vice President, Research and Innovation. Applications are due on March 1 every year and fund activities occurring between March 1 of the year of application through February 28/29 of the following year. Late applications will not be considered.

Applications **do not** require the signature of Department Heads or Deans and should be submitted by email directly to wura@uwindsor.ca. WURA will adjudicate applications and notify both the applicant and the Office of Research and Innovation Services of results.

Applications may be submitted for support of two types of activities.

- 1) Attendance, in person or virtually, at a conference or similar venue to present research or artistic exhibitions/presentations.
- 2) Publication, exhibition, or similar forms of presentation of research or artistic work (e.g., fees to journals, publication of policy briefs, costs associated with an exhibition or presentation). Diverse forms of media are eligible.

Please contact wura@uwindsor.ca for further clarification.

Awards will not normally exceed \$1000 per applicant per year, unless there are extraordinary circumstances. Please estimate your expenditures in accordance with the [UWindsor travel policy](#).

Eligibility and Evaluation Criteria

1. Activities must take place during the 12 months immediately following submission of the application.
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 dissemination funds in light of other sources of support available. Other sources of funding to support the applicant's activities must be identified in the application.
 - b. The title of the paper, artistic work, and/or the nature of the dissemination activity and its relevance to scholarship or creative activity.
 - c. The nature of the conference, presentation or exhibition, or other dissemination activity and its importance.



University
of Windsor

UWindsor Retirees' Academic Research and Artistic Dissemination Activities

Grant Application Form for Retired Faculty

- d. For research: the publication record and record of delivered papers, presentations or other forms of dissemination within the last three years. For artistic work: the record of completed works, exhibitions, or other presentations within the last three years.

Eligible Expenses

- **Transportation** to activities not held in Windsor/Essex County: Request actual fare for train, economy air, or mileage at approved rate per kilometre as set out in the [UWindsor travel policy](#). Mileage should not exceed economy air plus necessary ground transportation. Submission of receipts, except for the use of one's personal automobile, is mandatory.
- **Accommodation** for activities not held in Windsor/Essex County: Claim actual single rate charges incurred in a reasonably priced hotel or motel.
- **Meals:** As per [UWindsor travel policy](#).
- **In Person and Online Conference registration fees, etc.**
- **Dissemination costs:** Page fees, journal fees, printing costs, costs associated with exhibitions/presentations, cost for online dissemination, etc.

Obtaining Awarded Funds

The Office of Research and Innovation Services will refund expenses of retired faculty as enumerated in the award on submission of receipts. Receipts may be submitted digitally to oris@uwindsor.ca, in person at the Joyce Entrepreneurship Centre, room 150, or as expenses in **iExpense** for those who currently hold a research grant or other funding from the University. Please note that your **expense claim number** and **project/grant account number** must be included in your [Final Report](#).

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.

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.



University
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Date: _____

Applicant Information

First Name: _____ Last Name: _____
Phone: _____ Email address: _____
Former _____
Faculty: _____ Department: _____
Mailing Address: _____

Information about your most recent award from UWindsor Retirees' Academic Research
or Artistic Dissemination Activities grant program
(record NA if you have never received this award)

Date of most recent award: _____
Amount of most recent award: _____
Date when travel or dissemination activities were completed: _____

Information about other grants currently held
(record NA if you do not currently have any grant funding)

Source(s) of currently held grant(s) that support your work:

Amount of grant(s): _____
Year(s) awarded: _____



University
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Application type

Academic Conference (complete Sections A, C, and D)

Other research or artistic dissemination activity (complete Sections B, C, and D)

Section A: Conference Information

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:	
For academic research: If your work will be published in a peer-reviewed journal, name of journal.			
For artistic work: If your work will be presented in an adjudicated forum, name of forum.			
Please add any other relevant information:			

Supporting documentation

Please attach the following to your application:

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



University
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Grant Application Form for Retired Faculty

Section B: Academic Research or Artistic Dissemination Activity (not conference related)

Activity type	
Activity title	
Relevant Date(s)	
What are the goals and objectives of the proposed dissemination 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 or artistic work that will be disseminated 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.

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.



University
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Section C: Budget and Funding Request

Expected total expenses

Expense	Amount
Transportation outside Windsor/Essex County	
Accommodation (for events outside Windsor/Essex County)	
Meals	
Registration	
Dissemination costs (please detail below)	
Other (specify)	
Total	

Total amount requested: \$1000

Other (please specify):

Detailed breakdown of dissemination costs:



University
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Section D: Endorsements and Signatures

Applicant signature: _____ Date: _____

FOR WURA OFFICE USE ONLY	
Ranking by WURA Committee	
Not recommended	
Recommended with reservations	
Recommended	
Strongly recommended	
Special recommendation for high priority	
WURA Committee's recommendation and comments	
WURA President or Delegate's Signature	Date