

## Research Workshop and Conference Support Program

### PURPOSE:

To support workshops and conferences hosted or co-hosted by UPEI, held either on campus or elsewhere within the province of PEI. At least one eligible UPEI faculty member (see below) must be a member of the workshop/conference organizing committee. This program is intended to promote research development and facilitate knowledge mobilization among disciplines, and across institutions and sectors. Therefore, eligible workshops and conferences must be open to researchers and scholars outside of UPEI.

The term **workshop\*** can be defined as a small, invitational event, the object of which is to: a) develop a particular research agenda or delineate specific research questions and needs; and b) produce a concrete deliverable (e.g., article, policy position paper, etc.).

A **conference\*** can be defined as a scholarly event usually lasting one day or longer that: a) focuses on one or more distinct themes in the conference discipline; and b) is open to all interested and qualified researchers via a call for papers (though it is recognized that keynote speakers may be invited).

\*definitions adapted from SSHRC

### ELIGIBILITY:

Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, Science, Business, Education, or Nursing, and Librarians, who are employed by UPEI at the time of application and for the duration of the workshop/conference. A professor emeritus may apply as co-applicant with a tenured UPEI faculty member.

### VALUE:

Up to \$250 for Workshops

Up to \$500 for Conferences up to 200 participants

Up to \$750 for Conferences over 200 participants

### PROCESS:

Applicants must complete the application form and submit to Research Services prior to the event. Requests are typically reviewed and processed by Research Services within one week of submission. Funds will be transferred to the applicant's conference account.

### ADDITIONAL INFORMATION:

- Unused funds must be returned to the Office of Research Services.
- Applicants may receive research workshop/conference funding only once per calendar year (January – December).
- Grant recipients are required to provide a brief report (one page) of their workshop/conference events and attendance no later than six weeks after the event is completed. Failure to report will prevent acceptance of any future requests to this program.

## Application Form

**Principal Applicant Name:**

**Faculty/School:**

**UPEI Co-Organizers (if applicable):**

**Select type of event:**

- Workshop
- Conference up to 200 participants
- Conference over 200 participants

**Workshop/Conference Title:**

**Workshop/Conference Date(s):**

**Workshop/Conference Location:**

**Workshop/Conference Account Number:**

**Budget details:**

Please complete the budget table based on projected expenses and revenues. The budget must provide evidence that realistic registration fees are being charged to attendees to defray costs.

Expenses	
Category	Amount
Salaries and benefits (e.g., student assistants)	
Travel and subsistence	
Facility rental	
Communication costs (e.g., teleconferences)	
Hospitality	
Promotion/Publication	
Revenues	
Registration: Independent Researchers	
Registration: Students	
Total expected from Other Sources (detail below)	
Amount requested (please note maximum request values in program description)	

Organization Name	Amount	Confirmed?

Indicate any explanatory notes related to budget, if required:

**Please attach a brief description that addresses the points below (approximately 200-300 words):**

- The focus of the workshop/conference
- Intended participants/speakers and their areas of expertise
- Number of expected participants; indicating anticipated numbers of independent researchers, students, and presenters