



UNIVERSITY  
of Prince Edward  
ISLAND

## FACULTY RESEARCH TRAVEL FUNDING PROGRAM GUIDELINES 2022-2023

### **PURPOSE:**

To fund researchers who are presenting a paper or poster on their research activity at a national or international scholarly conference. The conference must be an academic or professional conference attended by peers employed in an academic institution.

### **VALUE:**

Canada – receive up to \$750 toward travel expenses

International – receive up to \$1500 toward travel expenses

### **APPLICATION DEADLINE:**

OPEN deadline. Applicants may apply prior to attending the conference, or within 30 days after return from travel. Post-travel submissions must be accompanied by a completed [travel report and claim](#), with appropriate receipts, indicating other sources of funding as applicable.

### **PROCESS:**

Travel requests are typically processed by Research Services within 2-3 business days of submission.

### **ELIGIBLE APPLICANTS:**

- Tenured, Tenure Track, Term, and Sessional UPEI Faculty
- Librarians

Please note the following:

- Applicants must be employed by UPEI in an eligible position at the time of application and during the period of travel.
- Only one grant may be held per calendar year (based on the date of travel).
- If multiple UPEI investigators are authors on the same paper, only one applicant (typically the first author) may receive travel funding.
- If an applicant is eligible for both the Faculty and Postdoctoral Fellow or Student travel funding programs, they may apply to only one program in a calendar year.

### **GENERAL INFORMATION:**

- Funds may be used in support of the costs of conference registration, travel, and subsistence. Expenditures must be in line with the [UPEI Travel Expenses Policy](#). The cost of membership in a professional association is not eligible.
- The Canadian Association of University Business Offices (CAUBO) has a listing of hotels at which University travelers receive corporate rates or discounts. The rates can be obtained from the [CAUBO website](#). When not staying at conference designated hotels, employees would normally be expected to stay at hotels where lower negotiated room rates are available or other equivalent accommodations can be provided.
- Due to differences among disciplines in the nature and extent of peer review, as well as the fact that invited submissions may not be peer reviewed, it is not required that abstracts be peer reviewed.

**For further information, please contact Leslie Cudmore, Research Grants Coordinator, at 902-566-0709 or [lcudmore@upei.ca](mailto:lcudmore@upei.ca)**

# FACULTY RESEARCH TRAVEL REQUEST FORM

**DEADLINE: OPEN**

**Consult eligibility information in program guidelines**

**SUBMIT to Kelley Building Room 232**

Date:	_____
Applicant Signature:	_____
Chair Signature (Alternate must sign if applicant is Chair/Dean):	_____

## APPLICANT INFORMATION

Name:	Department:
Appointment: <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-track <input type="checkbox"/> Term <input type="checkbox"/> Sessional	
If applicant's appointment is Term or Sessional specify end-date:	

- Conference attending: \_\_\_\_\_
- Dates of conference: From \_\_\_\_\_ To \_\_\_\_\_
- Location of conference: \_\_\_\_\_
  - Canada – receive up to \$750 toward travel expenses
  - International – receive up to \$1500 toward travel expenses
- Title of presentation: \_\_\_\_\_
- Abstract as submitted to conference organizers (append copy or paste below)
- Proof of acceptance (append an email or letter confirming acceptance; if none available, append a print-out from the conference program that confirms your participation)

Abstract:
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<i>For Research Services use only</i> Research Services Approval: _____ Date: _____
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