

MEMORANDUM

To: Chairs & Academic Director

From: H. Bernie Kraatz, Vice-Principal Research & Innovation
William A. Gough, Vice-Principal Academic & Dean

Cc: Shaun Young, Director, Vice-Principal Research & Innovation
Zahra Bhanji, Director, Vice-Principal Academic & Dean

Date: 29 Mar 2021

Re: **Sponsorship Requests for Academic and Research Conferences/Symposia/Workshops**

Note: For distribution broadly

The Offices of the Vice-Principal Research & Innovation and the Vice-Principal Academic & Dean regularly receive requests for sponsorship and support for events organized by U of T Scarborough faculty members or student groups that enhance the profile of U of T Scarborough in the wider scholarly community. When considering these requests, preference will be given to conferences/symposia/workshops organized by U of T Scarborough faculty/students that take place on the U of T Scarborough campus.

Eligible Support:

- Support from the Office of the Vice-Principal Research & Innovation (OVPRI): Preference will be given to conferences/symposia/workshops that take place at U of T Scarborough and have a clear research benefit to the faculty and/or students at U of T Scarborough. Preference will be given to contributions toward the travel costs of a keynote speaker, poster sessions, student travel bursaries, best student poster/presentation awards, or other research-related activity. The OVPRI is unable to provide support for pedagogical conferences.
- Support from the Office of the Vice-Principal Academic & Dean (OVPD): Preference will be given to conferences/symposia/workshops that take place at U of T Scarborough and have a clear academic benefit to the faculty and/or students at U of T Scarborough. Pedagogical conferences are eligible for funding from the OVPD. Funds may also be requested for disability accommodation as needed for a particular event.
- Faculty and students seeking support from either office must also seek 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 the endorsement of their department chair/centre director, who will forward the request to: Carmen Siu (carmenwn.siu@utoronto.ca) in the OVPRI.

2. Requests must include the following information:
 - Overview of the event, including location.
 - 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 U of T Scarborough's profile in the scholarly community). If the event is not being held at U of T Scarborough, please address this in the rationale.
 - Involvement of U of T Scarborough faculty/students.
 - Budget for the overall event including support to be provided by the home unit(s), other contributions, and anticipated sources of revenue (such as registration fees).
 - Specific details on the needed U of T Scarborough sponsorship, including a rationale for the need and identification of costs.
3. Requests will be evaluated using the following criteria:
 - Appropriateness of the event, with specific reference to the department's academic plan and/or U of T Scarborough's Strategic Plan.
 - Enhancement of U of T Scarborough's profile in the scholarly community
 - Need for funds. Indicate the Total Budget for the event, and specify the amount being requested for sponsorship.
4. The Vice-Principal Research & Innovation, and the Vice-Principal Academic & Dean will jointly decide on the level of support to be provided.
5. The decision will be communicated to the department chair/centre director indicating the approval of the VPRI and VP Dean.
6. Payment of Support: Transfer to U of T conference account upon the completion of the event.
7. The sponsorship of both Offices will be acknowledged on all conference advertising (print, website, etc.).
8. **Report:** Recipients must submit a report of one to two pages in length describing what was accomplished and how the funds were expended to: Carmen Siu (carmenwn.siu@utoronto.ca) in the OVPRI and Ianessa Quinon (ianessa.quinon@utoronto.ca) in the OVPD no later than two months after the event. Please include information on the impact of the U of T Scarborough support as well as a breakdown of conference attendance numbers (U of T Scarborough, St. George, international) in order for the Offices of the VP Research & Innovation, and of the VP Academic & Dean to assess the impact of their support.