



**MEMORANDUM**

**To:** UTSC Chairs/Academic Directors

**From:** Malcolm Campbell, Vice-Principal Research  
Rick Halpern, Dean and Vice-Principal (Academic)

*RM* *MMC*

**cc:** Debbie Bilinski, Director, Office of the vice-Principal Research  
Lesley Lewis, Assistant Dean (Academic)

**Date:** December 12, 2014

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

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

**Eligible Support:**

- Support from the Office of the Vice-Principal Research: Preference will be given to conferences/symposia/workshops that take place at UTSC and have a clear research benefit to the faculty and/or students at UTSC. 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 Office of the Vice-Principal Research is unable to provide support for pedagogical conferences.
- Support from the Office of the Dean and Vice-Principal (Academic): Preference will be given to conferences/symposia/workshops that take place at UTSC and have a clear academic benefit to the faculty and/or students at UTSC. Pedagogical conferences are eligible for funding from the Dean. 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: Maryam Ali in the Dean's Office or Valeria Guido-Taylor in the VPRO.
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 UTSC's profile in the scholarly community). If the event is not being held at UTSC, please address this in the rationale.
  - Involvement of UTSC 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 UTSC 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 UTSC's Strategic Plan.
  - Enhancement of UTSC's profile in the scholarly community
  - Need for funds
4. The Vice-Principal Research, and the Dean and Vice-Principal (Academic) will jointly decide on the level of support to be provided.
5. The decision will be communicated to the department chair/centre director under the signature of the VPR and Dean.
6. Payment of Support: Transfer to U of T conference account or by expense reimbursement depending upon the nature of the sponsorship.
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: Maryam Ali in the Dean's Office or Valeria Guido-Taylor in the VPRO no later than two months after the event. Please include information on the impact of the UTSC support as well as a breakdown of conference attendance numbers (UTSC, St. George, international) in order for the Offices of the VP Research, and of the Dean and VP (Academic) to assess the impact of their support.