

CE&B RESEARCH STAFF CONFERENCE FUND

**September 30, 1999
(revised May 3, 2001)**

Preamble:

At the May 13, 1999 meeting of the CE&B Council, a recommendation was made to establish a departmental fund to support research staff wishing to attend or present at academic meetings considered to be important for their career development and for the development of the projects on which they are working. It was agreed that this fund should be supplemented by other sources of funding and that in particular it might assist staff in small projects or units where conference funding is limited. This initiative is meant to complement but not replace other career development opportunities available to staff within the University or within their units.

Establishment of the Fund:

The fund will be established from existing Departmental resources. Up to \$6,000 will be available per fiscal year (May 1 – April 30) with a maximum allowable award of \$500 per staff per year.

Management of the Fund:

The Staff Conference fund will be set up in a separate departmental discretionary research account to be managed by the Department Financial Manager. An annual report on income and expenditures will be provided to the Department Manager and Chair. The impact, use and effectiveness of the fund will be evaluated on an annual basis to determine if it is serving a useful purpose and if it is meeting needs in an appropriate manner. Allocation of awards will be made by a committee consisting of the CE&B Department Manager, Staff Representative on the CE&B Council, CE&B Financial Manager, and CE&B Human Resources Manager.

Application to the fund:

Application forms will be available through the Human Resources Manager for the Department at any time during the year. The HR Manager will be available to advise staff on other potential sources of funding and to discuss with staff other career development opportunities, including tuition assistance for education and training. The HR Manager will track use of the fund to determine impact on staff career development.

Criteria:

1. Applicants must be Roll 1 CE&B staff.
2. The applicant must briefly describe the purpose of the conference, their role at the conference and relevance to their career development and to the project or unit they are working within.
3. Forms must be signed by supervisors indicating their approval in terms of both career development and relevance to the research project, as well as the lack of sufficient research or discretionary funds to support the research staff's conference costs in total.
4. Other sources of funding for the conference should be identified on the form.
5. The applicant is expected to provide a brief report to the HR Manager on the relevance of the conference.