Conference Grants, up to a maximum of $5,000, are available to members of Memorial University to defray the costs of conference organization; such items as support travel and subsistence for visiting or invited conference attendees, research assistance, materials and supplies associated with a conference will be considered eligible expenses. Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.

Deadline Date: The deadline date is March 1 and such applications will be adjudicated by the Awards Panel prior to consideration by the ISER Executive Committee.

This application must be completed by the person organizing the conference or a person delegated by the conference’s organizing committee.

Memorial University protects your privacy and maintains the confidentiality of your personal information.

All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your Institute of Social and Economic Research (ISER) application. The information will be used for the purposes of academic administration (ie. verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-8157.

Memorial University of Newfoundland
Policy and Procedures For Ethics of Research Involving Human Participants

Research at Memorial University is subject to ethical approval granted by the Interdisciplinary Committee on Ethics in Human Research.

For the most recent information on Memorial University’s ethics policies and procedures, please check the university’s website www.mun.ca/research/ethics
General Information

Name of Applicant: _________________________________________________________________

Department:  _________________________________________________________________

Position: _________________________________________________________________

Mailing Address: _________________________________________________________________

___________________________________    Postal Code: __________________

Telephone (Office): ____________________ (Home): ________________  (Cell):_______________

E-mail address:          _________________________________________________________________

Title of Conference: _________________________________________________________________

Conference Date(s): _________________________________________________________________

NOTE: Extensions will not be accommodated under any circumstances.

Description of Conference Data

Please attach a copy of your Conference Proposal (maximum of 6 typewritten pages, single-spaced, 12-pt
font), including the following headings:

a)   Title of conference 
b)   Dates 
c)   City, Province and Venue 
d)   Scope and objectives of the conference 
e)   The relationship of the conference to past, current 
 and proposed research in the research area of the conference 
f)   Organizing committee and affiliations 
g)   Invited guest speakers and affiliations 
h)   The criteria used to select guest speakers 

Append:

• the draft programme for the conference 
• written confirmation of official sponsorship of the conference 
• written confirmation of attendance by invited speakers
The Purpose of the Institute shall be to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world. Without limiting the generality of the above, research pertaining directly to social and economic development in Newfoundland and Labrador shall be of special importance.

In the space provided below, give a summary of your conference and explain how it falls within the ISER mandate. Please note that this will be reviewed by an Awards Panel of five faculty members from different disciplines.
Budget and Summary of Expenses

Please list amounts requested in each budgetary section below, plus a justification for each. **Please note that capital expenditures are not covered.** (Attach separate sheets if needed). **Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>$ ______</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>$ ______</td>
<td></td>
</tr>
<tr>
<td>Subsistence</td>
<td>$ ______</td>
<td></td>
</tr>
<tr>
<td>Research Assistance</td>
<td>$ ______</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>$ ______</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$ ______</td>
<td></td>
</tr>
<tr>
<td>Publication of Proceedings</td>
<td>$ ______</td>
<td></td>
</tr>
</tbody>
</table>

Justification:

Please note that capital expenditures are not covered. (Attach separate sheets if needed). Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.
Total Expenses $_________

**Budget: Sources of Revenue**

Contribution from own department or university $_________
Registration fees $_________
Contributions from other sources:
______________________________________________________________ $_________
______________________________________________________________ $_________
______________________________________________________________ $_________

**Total Revenues** $_________

**Amount Requested** $_________

**External Funding**

Conference organizers are required to seek external sources of funding. Have you presently applied for, or are recipient of, an award to support this conference? ___ Yes ___ No

If yes, please provide names of agencies and amount requested (R) or awarded (A). Also, submit evidence of such applications or awards received.

______________________________________________________________ $_________
______________________________________________________________ $_________
______________________________________________________________ $_________

**References**

List three referees (with titles and addresses) who have provided confidential letters of appraisal (in sealed envelopes) appended to this application or have sent them directly to ISER. **These letters must be received by the deadline date.**

1. ____________________________________________________________
   ____________________________________________________________
2. ____________________________________________________________
   ____________________________________________________________
3. ____________________________________________________________
   ____________________________________________________________
Conference Grant Application Checklist

Please check the appropriate boxes on the right indicating the necessary information and/or materials are included with your application.

Each applicant is responsible for ensuring their application is complete.

Name of Applicant: ____________________________________________________________

1. Original, plus six (6) copies of the completed application □
2. Original, plus six (6) copies of Conference Proposal, including appendices □
3. Original, plus six (6) copies of Curriculum Vitae □
4. Seven copies of applications seeking external sources of funding or seven copies of notices of awards from external sources □
5. Seven copies of written confirmation of sponsorship of conference □
6. Seven copies of the draft programme of the conference □
7. Seven copies of letters from invited speakers indicating agreement to present □ included
8. Three (3) Confidential Letters of Appraisal (on forms provided) □ included □ to be sent directly
Conference Grant Holders Responsibilities

Please read the following statement and signify your agreement to it by signing below.

If awarded a Conference Grant by the Institute of Social and Economic Research, Memorial University of Newfoundland, I agree to:

- advise the Institute of Social and Economic Research of any other conference awards received concurrently, so that an appropriate adjustment may be considered in the amount of the Conference Grant awarded by the Institute.

- provide a progress report on the conference plans at any time, upon the request of the Director.

- provide a final report on the conference within 30 days of completion of the Conference event.

- provide copies of any written materials produced as a result of ISER’s financial support.

______________________________  ____________________________
Signature of Applicant           Date

Please send all materials (see attached checklist) to:

Institute of Social and Economic Research
Memorial University of Newfoundland
Arts and Administration Building, Room AA-4081
St. John’s, Newfoundland, Canada, A1C 5S7
Phone: (709) 864-8156      Fax: (709) 864-2041
Confidential Letter of Appraisal
for
ISER Conference Grant

URGENT - Deadline Material
March 1

Instructions to Applicant: Please complete Item 1 below. Send this form to your referee along with a copy of your proposal and a self addressed envelope. When the form is returned in the sealed envelope, forward it unopened to ISER along with the rest of your application so that it arrives by the deadline date. Alternatively, if the referee is sending this form directly to ISER, then ensure that it arrives by the deadline.

1. ___________________________________________ __________________
   name of applicant     telephone
   address
   name of conference

Instructions to Referee: Please complete items, 2, 3, 4, and 5. Seal the Appraisal in the envelope provided and sign across the flap. Return it to the applicant who will forward it unopened to ISER, along with the application by the deadline date noted above. Otherwise, send it directly to ISER, ensuring that it is received by the deadline date.

2. I have known the applicant in my capacity as: ____________________________ for ____ years.

3. Assessment of the applicant’s conference proposal: its originality, significance and feasibility, including its strengths and weaknesses (attach additional page if necessary).

4. Comments on the applicant’s past and potential contribution to scholarly research (attach additional page if necessary).

5. ___________________________________________ __________________
   name of referee     occupation
   department and institution
   address
   country     telephone
   date     signature
URGENT - Deadline Material

March 1

Instructions to Applicant: Please complete Item 1 below. Send this form to your referee along with a copy of your proposal and a self addressed envelope. When the form is returned in the sealed envelope, forward it unopened to ISER along with the rest of your application so that it arrives by the deadline date. Alternatively, if the referee is sending this form directly to ISER, then ensure that it arrives by the deadline.

1. ___________________________________________ ____________________________________________
   name of applicant telephone
   address
   name of conference

Instructions to Referee: Please complete items, 2, 3, 4, and 5. Seal the Appraisal in the envelope provided and sign across the flap. Return it to the applicant who will forward it unopened to ISER, along with the application by the deadline date noted above. Otherwise, send it directly to ISER, ensuring that it is received by the deadline date.

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4. Comments on the applicant’s past and potential contribution to scholarly research (attach additional page if necessary).

5. ____________________________________________ ____________________________________________
   name of referee occupation
   department and institution
   address
   country telephone
   date signature
CONFIDENTIAL LETTER OF APPRAISAL

FOR

ISER CONFERENCE GRANT

URGENT - Deadline Material: March 1

Instructions to Applicant: Please complete Item 1 below. Send this form to your referee along with a copy of your proposal and a self-addressed envelope. When the form is returned in the sealed envelope, forward it unopened to ISER along with the rest of your application so that it arrives by the deadline date. Alternatively, if the referee is sending this form directly to ISER, then ensure that it arrives by the deadline.

1. ___________________________________________ ________________________________
   name of applicant telephone
   ___________________________________________ ________________________________
   address
   ___________________________________________ ________________________________
   name of conference

Instructions to Referee: Please complete items 2, 3, 4, and 5. Seal the Appraisal in the envelope provided and sign across the flap. Return it to the applicant who will forward it unopened to ISER, along with the application by the deadline date noted above. Otherwise, send it directly to ISER, ensuring that it is received by the deadline date.

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   name of referee occupation
   department and institution
   ___________________________________________ ________________________________
   address
   ___________________________________________ ________________________________
   country telephone
   date signature