

# CATALYST CONFERENCE FUND FOR PUBLIC ENGAGEMENT

## 2021-22 Fund Guide

### **Purpose and Objectives of the Fund**

Memorial University's Catalyst Conference Fund for Public Engagement is designed to support academic conferences that align with the goals and objectives of Memorial's [Public Engagement Framework](#) by encouraging opportunities for public participation in conference activities.

The fund objectives are to:

1. Integrate opportunities for public engagement in academic conferences hosted by Memorial.
2. Further the goals and objectives of Memorial's [Public Engagement Framework](#).
3. Further the mission of Memorial University and help it meet its special obligation to the people of Newfoundland and Labrador.

### **Amount**

The fund offers up to \$5,000 in support of conferences that demonstrate public involvement and engagement. A total amount of \$25,000 is available in the fund for the 2021-22 fiscal year.

### **Eligibility**

The Catalyst Conference Fund is open to Memorial applicants to support academic conferences that integrate public engagement activities in the conference program and/or conference planning. This includes online conferences and blended options (see below under Conference Venues/Options).

Proposals may be initiated by full-time faculty, staff, or PhD student, based at Memorial University and may be from any discipline and from any geographic area of the province.

The fund supports any cost associated with conference activity.

### **Conditions**

- Applicants must maintain full-time status for three months following the proposed conference dates.
- An applicant may hold the Catalyst Conference Fund in conjunction with other funds administered by the Office of Public Engagement.
- Applicants who have been funded previously through any program of the Office of Public Engagement will not be funded again if they have outstanding required reports from previous projects due.

### **Conference Venues/Options**

Conferences may be held at any of Memorial's campuses or facilities or at any external venue. This also includes online conferences and blended options.

For online event hosting support options, please see the link [here](#).

### **Assessment Criteria**

This fund supports creative approaches to engaging with the public. Your application will be strengthened by demonstrating public participation in various ways. Some examples include, but are not limited to the following: webcasts, public lecture, open sessions, off-site visits, workshops for public participants, external participants represented in planning committees, on panels, etc.

Public Engagement activities will be assessed based upon the following criteria:

- Evidence of mutual contributions and mutual benefit to Memorial and external/publics.
- Extent of alignment with [Memorial's Public Engagement Framework](#)
- Creative approaches to engagement in conference planning and/or conference activities

### **Application Process**

Applications should be submitted via our online application platform, [Survey Apply](#).

#### **Applications include:**

- Contact details such as applicant name, position, department/faculty, email
- A brief description of the conference, including details on whether the conference is local, regional, national or international
- A brief description of public engagement activities to be included in the conference
- Total budget, including all associated estimated costs and expected revenue from all sources including Memorial units
- A confirmation letter of support from Dean/Director

### **Assessment of applications**

Applications will be assessed by a multi-member committee. The committee will review all applications based upon the established Assessment Criteria noted above. The committee will make recommendations to the Associate Vice-President, Public Engagement and External Relations, who approves the distribution of funds.

### **Notification and Acceptance**

Upon receiving a notification of successful application, recipients must return a signed Terms Form to the Office of Public Engagement with stated terms and conditions, signatures and FOAPAL for funds transfer.

If awarded, a final report detailing activities and outcomes must be provided to the Office of Public Engagement within one month of hosting the conference.

### **Terms of Award**

If granted a Catalyst Conference Fund for Public Engagement award, the applicant agrees that they shall:

- Enter project information into Yaffle upon acceptance of fund and return of signed terms.
- Complete a brief final report of the conference's public engagement activities no later than 30 days following the conference. (e.g. type of public engagement activities undertaken; number of attendees (internal (MUN)/external (public); budget). Final Report template is located on [Survey Apply](#).
- Acknowledge the Office of Public Engagement (OPE) in conference program or other promotions.
- Acknowledge that OPE has the right to use all, or portions of, submitted materials on our website and through other communications channels.
- Use the funding provided for the purposes indicated and according to University and fund guidelines.
- Notify OPE in case of changes to the substance or timeline of the conference; failure to complete the conference's public engagement activities as per original proposal may result in termination of award funding.
- Funding allocation will be transferred to your department or unit. Please speak with your department/unit for details regarding accounts and expense reimbursement.

### **For questions about this program, please contact:**

Penny Cofield, Program Coordinator

Email: [engagement@mun.ca](mailto:engagement@mun.ca)

### **Access to Information and Protection of Privacy**

The information on application form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the Catalyst Conference Fund for Public Engagement. If you have any questions about the collection and use of this information, please contact [engagement@mun.ca](mailto:engagement@mun.ca)