



**Office of the Dean
Faculty of Arts**

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SSHRC Exchange Grant 2018 Arts Workshop & Visiting Speakers

TERMS OF REFERENCE & INSTRUCTIONS

Background and Priorities:

Funding for the SSHRC Exchange Grant/Faculty of Arts Workshop & Visiting Speakers program is made available through the annual SSHRC Institutional Award. This grant is specifically designed to promote research in the Humanities and Social Sciences. Grants are available to help defray the costs of organizing a workshop, or to cover the expenses of a visiting scholar.

The main goals of the Workshop & Visiting Speaker Grant program are to:

- 1) Support faculty who need seed funding to organize a workshop or research meeting which will assist future SSHRC Grant applications
- 2) Support workshops, visiting speakers or conferences connected with an applicant's externally funded research program
- 3) Support faculty in need of a small amount of funding to organize an event which will support research capacity

Value:

Proposals may be for up to \$2,000.

Eligibility:

Applicants are eligible to hold an Arts Workshop & Visiting Speaker Grant once every two years.

All tenured and tenure-track faculty members in the Faculty of Arts at the rank of Instructor, Assistant Professor or higher are eligible to apply to this program. Please note that for all grant applications the term of the applicant's appointment must extend beyond the length of the tenure of the grant.



Only events related to research in the Humanities and Social Sciences will be funded. The grant is aimed primarily for events to be held at UBC. No more than one grant will be awarded per event.

Eligible Expenses:

Eligible expenses include travel and subsistence fees. Budget items must comply with the SSHRC research expenses eligibility guidelines. Please note that this award cannot be used to fund honoraria for guest lecturers.

This funding is complementary to the SSHRC Connection Grant program and can be listed as such, assuming no duplication of financial support for the same expenses. Arts Workshop & Visiting Speaker Grants **cannot** be counted towards the 50% requirement for matching funds.

Budget items must comply with the SSHRC research expenses eligibility guidelines. Please see the Tri-Agency Financial Administration Guide for complete details:

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

Application Deadline:

Your completed application must be received by **4:00 pm** on **4th December, 1st April, 1st July, or 1st October**.

Applications should be submitted by email to arts.research@ubc.ca, or to:

Office of the Dean
c/o Grants Facilitator
Buchanan A240
1866 Main Mall

Required Signatures:

A [Research Project Information Form \(RPIF\)](#) must accompany submitted applications. Signatures can be provided in hard copy, as a digital ID, or as a scanned signature.

The applicant and the applicant's Head or Director must sign the form. The signature of the Associate Dean of Research is not required at the time of submission to the Dean of Arts Office.