



**The Cécile E. Mactaggart Travel Award for Narrative Writing**  
**FAQs**  
**Faculty and ATS Instructors**

**General**

**When will the winners be notified?**

Every effort will be made to notify winners by June 15 of the competition year however, exact date of notification may vary slightly. Please do not call the Dean's Office to check if you have won. Each entrant will receive an email, letter, or phone call, indicating whether his/her entry was selected as the winner.

**If I win, will my entry be published anywhere?**

The winner of the Mactaggart Writing Award will be published on the Faculty of Arts website.

**Will the judges know who wrote each entry?**

No, all identifying information (e.g. name, ID number) is removed from the entries before they are submitted to the judges. The only part of the application form that the judges will see is your description of travel plans. Nevertheless, the application form MUST be fully completed and included with your entry.

**Eligibility**

**Am I eligible if I have previously won this award?**

No.

**Are contract instructors eligible?**

Full-time Academic Teaching Staff (1.0 FTE) with a contract of 8 months or longer are eligible.

**Are ATS Teaching Professors eligible?**

Yes.

**Are Graduate Teaching Assistants eligible?**

No.

**Are Professors Emeriti eligible?**

No.



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**Am I eligible if I am on sabbatical or administrative leave?**

Yes, as long as you meet the other qualifications.

**Am I eligible if I am in an administrative position (e.g. Department Chair or Director)?**

Department Chairs or Directors are eligible. The Dean, Vice-Dean and Associate Deans are NOT eligible.

**Entries**

**Are there any limitations about the topic of my submission?**

There are no limitations, however your entry must be a work of fiction. Biographies, narratives, personal experiences, and any other non-fiction works are not eligible. You may write on any topic; however, it is your responsibility to ensure that information is properly referenced.

**Can I write my submission in a language other than English?**

No. Submissions must be written in English.

**Can I write a play, screenplay, or any other type of script?**

No. This is strictly a short-story composition competition.

**Does my submission have to be written specifically for this competition?**

Yes. Any submission that was written in whole, or in part, prior to the competition is not eligible.

**Will I be able to submit my entry to publications, following the competition?**

If you are selected as the winner of the competition, the Faculty of Arts reserves the first right of refusal to publish your submission. If you are not the winner, you are free to do as you wish with your writing, once the winner has been selected and confirmed.

**Can two people submit a co-authored piece?**

No. Each submission must be authored by a single person with no outside input.

**Can I provide you with artwork or video as a complement to my writing?**

No. This is solely a writing competition.



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#### **What if my word count isn't between 2,500 and 3,500 words?**

Your entry will be disqualified. There are no exceptions to this rule, no matter the margin.

#### **Which parts of my entry should count towards the word count?**

Word count should NOT include the title, author's name, or information from the application form. Footnotes SHOULD be included in the word count; however, please note you are not obligated to include footnotes if your submission does not warrant them.

### **The Winner's Trip**

#### **What types of travel expenses are covered by the prize money?**

Typical travel expenses include flights, accommodations, tours, and food. Items such as cameras, souvenirs, communication devices (cell phones or laptops) will NOT be covered by the prize money.

#### **Can I use the prize money to pay for someone to accompany me on my trip?**

Yes, you may choose one person to accompany you on your trip, but you must indicate this in your travel plans on your application letter. You cannot add a travelling companion once the application has been submitted.

#### **Where can I travel with the prize money?**

You may use the prize money to travel anywhere in the world, as long as it is outside of Canada and the United States. Travel above the tree line (Arctic), Antarctica, return travel to somewhere you've been before, visit family, or conduct research of any kind, is not permitted.

#### **How many trips can I take?**

The award is limited to one trip. If you wish to travel to multiple destinations, it must be done in one continuous loop with return to Edmonton as the final stop. Destinations scheduled after a return to or stop over in Edmonton will not be eligible or reimbursed as part of the winning trip.



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**Are there tax implications for my Award?**

Yes, the University will issue a T4A based on the calendar year the award is paid. Recipients can then reduce the taxable amount by trip expenses that are covered by the award.

**When does my travel need to take place?**

Recipients have two years from the date the award has been announced to complete their travel.

If your questions have not been answered by this document, please contact Ms. Nancie Hodgson at [macwa@ualberta.ca](mailto:macwa@ualberta.ca)