**Killam Research Fund (Social Sciences, Humanities, Fine Arts)  
Conference Travel Grant Program**

All applicants are advised to carefully read the Guidelines prior to completing an application. Failure to review the Guidelines is likely to result in the failure of an application.

**To access the award, a travel claim (with scanned receipts) must be submitted in PeopleSoft, within three months of the conference date. If this requirement is not met, the award will be forfeited.**

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| A New Proposal Request must be created in PeopleSoft and submitted for department and faculty approvals a minimum of 5 business days prior to submitting the application to the Killam Research Fund. Instructions can be found [HERE](https://cloudfront.ualberta.ca/-/media/research-services/forms/qrg-request-new-application-proposal-project-with-online-approval-june-2019.pdf).  Submit one copy electronically (application, SSHRC CCV, and relevant documents) to [killamresearchfund@ualberta.ca](mailto:killamresearchfund@ualberta.ca) after all approvals have been obtained in PeopleSoft. Ensure the ADR and Research Facilitator for your Faculty are included in this email.  **Please Note**: Applications received that are not complete will be returned. Unless requested, no supplementary material will be accepted after the application has been submitted. Attachments must be appended *to the end* of the application.  In any given fiscal year, applications may be made to the Conference Travel Grant fund and only *one* other Killam fund category (Research Operating Grant, Cornerstone Grant, or Research Connection Grant). Application to the Conference Travel Grant fund may be made only once every two fiscal years, regardless of success. Please review Program Guidelines for detailed eligibility requirements. |

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| **1. General** |

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| 1. **Applicant’s Name:** | | | 1. **Application Date (dd/mm/yyyy):** |
| 1. **Proposal ID#: RES** | | | |
| 1. **Position held at the University of Alberta:** | | | |
| 1. **Initial date of current position at the University of Alberta (mm/yy):  Continuing paid appointment? Yes  No  If No, please specify:**   ***Note: An applicant who does not hold a continuing or tenure-track paid faculty position receives a lower priority and must attach a letter of support from the Chair of Department or Dean of Faculty clarifying exceptional circumstances and accepting responsibility to administer the grant account.*** | | | |
| 1. **Department:** | | | 1. **Faculty:** |
| 1. **Campus E-mail:** | | | 1. **Phone Number:** |
| 1. **Role at Conference: Paper Presenter ☐ Poster Presenter ☐ Invited Lecturer/Speaker ☐ Roundtable Contributor ☐ Discussant ☐** | | | |
| 1. **Presentation Title:** | | | |
| 1. **Abstract attached? Yes ☐** | 1. **Conference Location:** | | |
| 1. **Name of Conference:** | | | |
| 1. **Conference Dates:** | | 1. **Amount Requested: $**   See Grid (Guidelines A.2) for Eligible Amounts | |
| 1. **Letter of Invitation/Acceptance attached? Yes ☐ To Follow ☐** | | | |
| 1. **Call for Papers and/or Conference Program attached? Yes ☐** | | | |
| 1. **Has your Presentation/Paper been selected on the basis of a peer/competitive review?**   **Yes ☐ No ☐** | | | |
| 1. **a) Explain how the paper, presentation or performance contributes to your on-going research/creative program and what research/creative output (publications, etc.) you anticipate. Highlight the new, unpublished/unpresented aspects of your research that you would be disseminating for the first time. (250 words maximum).** | | | |
| 1. **b) Please describe the stature of the proposed conference within your academic field (250 words maximum).** | | | |
| 1. **Curriculum Vitae: As an attachment, provide a completed** [**SSHRC CCV**](https://ccv-cvc.ca/loginresearcher-eng.frm)**.**   ***Note: For funding awards currently held or applied for, you must attach budget and project summary pages. The CCV must be finalized and not in “draft” form.*** | | | |
| 1. **Please describe up to four of your most significant contributions to date in your career, and indicate how they have shaped your academic field(s). In your response, please reference appropriate and valid indicators of your work’s impact on this field (e.g., rankings of publication/dissemination venues, citations, external reviews, etc.) (300 words maximum).** | | | |
| 1. **Have you applied for support from the Killam Research Fund in the last six years:**   **Yes ☐ No ☐ If Yes, please list the grant(s) you have applied for:**   |  |  |  |  | | --- | --- | --- | --- | | **Type of Grant** | **Date of Application (dd-mm-yyyy)** | **Awarded**  **(Yes or No)** | **Total Amount**  **(if Awarded)** | | Select from list |  |  |  | | Select from list |  |  |  | | Select from list |  |  |  | | Select from list |  |  |  | | Select from list |  |  |  | | Select from list |  |  |  | | Select from list |  |  |  | | | | |

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| **2. Travel Details** |

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| **Please provide full itinerary if travel is for multiple destinations or purposes. Please note that this award may only be used for expenses directly related to the conference, not for additional travel or meetings.** |

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| **3. Attachment Checklist** |

Be sure to check off **each** item below:

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| **Attached** | **Not Applicable** | **Required Item** |
|  | | Abstract |
|  | | Letter of Invitation |
|  | | Call for Papers and/or Conference Program |
|  | | Travel Quotes (if required; see Guidelines A.2) |
|  | | Curriculum Vitae – Finalized SSHRC CCV is required |
|  | | Budget and project summary pages for all funding currently held or applied for |