

## Faculty of Rehabilitation Medicine Conference Fund

### Purpose

The Faculty of Rehabilitation Medicine (FRM) will provide support within the Faculty for conferences that contribute to scholarship and are sponsored or hosted by members of FRM.

Successful applications will be awarded up to \$3 000.

To ensure maximum use and distribution of these limited FRM funds, applicants are expected to seek other sources of support in addition to this fund.

### Criteria

- Scholarly merit
- Evidence of serious application for additional sources of funding
- The identity and qualifications of key speakers (confirmed or tentative) and/or the general qualifications expected of other presenters
- Conference registration must be open rather than by invitation (paid registration is strongly encouraged), supporting diverse and inclusive participation

### Eligibility

- Eligible costs include:
  - honoraria to speakers
  - travel, per diem, and accommodation for speakers
  - space and equipment rental
  - reproduction of materials and proceedings
  - support for child care for participants
- Each conference is eligible for only one conference grant.
- Applicants must be a full-time academic staff member in the Faculty of Rehabilitation at the University of Alberta
- Meetings of a purely consultative type are not eligible (e.g., working groups.)
- Faculty or Departmental “Research Days” are not normally funded
- Courses for credit or sessions that aim to upgrade or enhance professional credentials are not eligible.
- Only applications for upcoming events will be accepted. Events that have already occurred prior to submission of the application are not eligible.

## **Priorities**

Conferences are more likely to receive funding if:

- They are hosted at the University of Alberta
- Trainees have a role in the planning and/or execution of the event
- They are scholarly and/or research-related. Public dissemination of knowledge is valuable, but conferences emphasizing public dissemination alone, with little contribution to scholarship, receive lower priority.

## **Adjudication**

This competition will be adjudicated by a subcommittee of the Faculty of Rehabilitation Medicine Research Committee. An application may be rejected if it is found to be unsatisfactory or incomplete in some part.

## **Deadline and Submission**

Applications are due October 1, 2024 to Robbie Zopf at [zopf@ualberta.ca](mailto:zopf@ualberta.ca).

Note that a complete application must include either a draft program, or a call for proposals indicating presenters (tentative or confirmed) and their general qualifications.

It will take approximately six weeks to consider and adjudicate an application following the competition deadline.

## **For assistance or more information**

Please contact Robbie in advance of the deadline if you require assistance or additional information.



## FRM Conference Fund Application Form

Application must be typed or completed on a computer.

<b>1. Host:</b>	
Applicant's Name:	Application Date:
Surname    Given Name(s)	
Employee Status (e.g. Rank, position, etc.)	Telephone:
Department:	E-mail:
New Application <input type="checkbox"/> Resubmission <input type="checkbox"/> Faculty <input type="checkbox"/> Academic Staff <input type="checkbox"/>	

<b>1. Conference Information:</b>		
Short title of conference:		
Location (must be in Alberta):	Dates/duration: From                  To	
What is the sponsoring organization?		
Is this a regularly held conference? No <input type="checkbox"/> Yes <input type="checkbox"/>		
If Yes, ☑ Where have the last three occurrences of this conference been held?		
City, Country	Year of Conference	Total Conference Budget

**Brief description (nature, purpose, importance, topics to be addressed, relation to the U of A, role of trainees, how will Faculty of Rehabilitation Medicine be recognized, how will Conference Fund contribution add value, etc.- 500 words maximum):**

**Anticipated attendance (indicate numbers expected from various areas):**

	U of A	Other Alberta	Other Canada	Other Countries	Total # of People	Registration fee per person	Total Registration Fee
1. Registered Participants							
2. Students – Undergraduate/Graduate							
3. Post Doctoral Fellows							
3. Invited Speakers							
4. Invited Guests							



<b>Total:</b>							
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**Evidence of application for other funding support for this conference:**

SOURCE OF FUNDING	Confirmed (Y/N)	Amount Requested	Amount Confirmed	Total

**Attach call for proposals or Draft Program\* and Budget**

\*Submit a draft program or call for proposals indicating presenters (indicate if tentative or confirmed) and their qualifications, and the general qualifications expected of presenters.

**1. Funding Request:**

**Please enter the amount requested from the Faculty of Rehabilitation Medicine Conference Fund (Up to \$3 000):**

**1. Signature:**

Applicant:

Date:

Print Name

Signature