

INTERNATIONAL CONFERENCE AND RESEARCH SUPPORT FUND (ICRSF)

2017-18 GUIDELINES¹

Ryerson University is providing this opportunity fund to encourage the participation of individual Ryerson students in international conferences and research opportunities relevant to their program of study. The chance to participate academic activity in another country offers a tremendous opportunity for academic development, network building, broadens the professional potential of students, and builds Ryerson's international research profile. This program is administered by Ryerson International (RI).

VALUE OF GRANTS

Funding will be provided to individual students to match (in part) a contribution made by a Ryerson academic unit, up to a maximum of \$1,000. It is expected that at least some portion of the costs incurred in attending the conference or undertaking the research in question will be covered by the applicant themselves. A total of \$30,000 will be disbursed in each of the Fall 2017 and Winter 2018 terms, and \$40,000 during Spring/Summer 2018 term. Any unused funding will be carried over to the next term.

SUBMISSION DEADLINE

Proposals for funding under this program will be accepted on a continuous basis. Ideally, students should submit their proposal at least six weeks prior to their intended departure date in order to receive their award prior to undertaking their activity. While Ryerson International will consider applications arriving later, students should not expect to receive funding prior to departure in these cases. Funding will NOT be provided retroactively.

ELIGIBILITY

Eligible applicants must meet the following:

- Be a registered full-time equivalent student in an undergraduate or graduate program at the time of the activity with clear academic standing
- Have the approval of their School/Department or Dean to undertake the initiative
- Students who have not previously received an award administered by RI will be given priority
- Student must be presenting at or attending a recognized international conference or be undertaking research activity (field camps, volunteer activity, tours, courses/training programs, competitions, faculty-led/arranged trips, or any group activities are not eligible for funding)

PROPOSAL GUIDELINES

Students are encouraged to discuss their plans with their department/school prior to applying for the International Conference and Research Support Fund. Proposals should be no more than 3 pages in length, and include the following:

- A brief description of the activity including the name/s of conferences being attended, research being conducted, institutions visited, or faculty worked with
- A brief description of how the experience will affect you academically, personally and professionally
- A brief description of how your activity will build Ryerson's reputation and profile internationally
- A plan to share the experience with the Ryerson community upon your return
- A detailed and accurate budget indicating expected costs and sources of funding, including that provided by Department/School and/or Faculty
- Be sure to include your name, student number, program and contact information on the front page

HOW TO APPLY

Applications for support through the must be submitted through the [ICRSF ONLINE APPLICATION FORM](https://goo.gl/forms/wKq0aGmWXv2JZEa03) (<https://goo.gl/forms/wKq0aGmWXv2JZEa03>). Please submit your proposal document in Word or PDF format, labelled as follows: 'ICRSF-Term-LastName-Program' (for example 'ICRSF-Fall2017-Wong-ECS')

Confirmation of funding (for matching purposes) must be provided by a supervisor, or by the representative of the faculty, department, program, school providing the support through the [ICRSF FUNDING CONFIRMATION FORM](https://goo.gl/forms/FSOyxDWhgCCDMAhv1) (<https://goo.gl/forms/FSOyxDWhgCCDMAhv1>)

SELECTION CRITERIA

All applications meeting the eligibility requirements above will be assessed by Ryerson International (RI) according to the following criteria:

- 50% - Demonstrated academic, professional and personal benefit to the applicant
- 25% - Opportunity to build Ryerson's reputation and profile internationally
- 15% - A clear and achievable plan for the sharing of information with Ryerson students following the applicant's return
- 10% - A clear and realistic plan and budget for the proposed activity

REVENUE CANADA

Successful applicants should be aware that under the Revenue Canada Income Tax Act, travel/research grants are considered taxable income. A T4-A form will be issued to recipients involved in such activities.

SELECTION PROCESS

RI will consider all complete proposals, and will endeavor to inform applicants of the results within two weeks of receipt. RI may ask for confirmation of any information provided.

RESPONSIBILITIES OF APPLICANTS

Successful candidates must:

- Complete Ryerson's [mandatory pre-departure process](#)
- Submit a one-page summary of their international experience within four weeks of their return.
- Conduct an information-sharing activity, in keeping with their proposal

Failure to meet these responsibilities may result in the fund being withdrawn.

NO FUNDING WILL BE DISBURSED TO STUDENTS WHO DO NOT COMPLETE RYERSON'S PRE-DEPARTURE REQUIREMENTS IN ADVANCE OF THEIR TRAVEL. STUDENTS WHO DEPART CANADA WITHOUT COMPLETING THE REQUIREMENTS WILL HAVE THEIR FUNDING REVOKED.

See <http://www.ryerson.ca/ri/global-learning/risk-management-steps/> for details regarding the pre-departure process.

For further information please contact David Begg, Coordinator, International Engagement at dbegg@ryerson.ca.

ⁱ Personal information in connection with this application is collected under the authority of Freedom of Information and Protection of Privacy. This information is used to process your application and decide on your eligibility for the International Conference & Research Support Fund. Once an award has been granted, Ryerson University may disclose certain information to provincial funding organizations and/or Ryerson University academic Faculties or departments/schools.

This program will be subject to ongoing review and revision to reflect Ryerson's international strategy and available resources.