

GSU Conference Fund Guidelines For Graduate Student-Organized Conferences

The Graduate Students' Union (GSU) offers a limited amount of funding annually in order to support conferences organized by graduate students at U of T. The purpose of GSU funding is to foster collective or co-operative work amongst graduate students within or across disciplines. The GSU does not fund individuals or groups who wish to attend or present work at academic conferences here or abroad.

- The GSU will NOT be the *sole or major* funding body for any conference.
- Organizers are required to ensure a **high level of graduate student participation**, both in the organizing of the conference and in attendance, i.e., the topic or theme of the conference must have direct relevance to graduate students in a given discipline or disciplines. •Organizers are required to demonstrate an effort to advertise the conference and a call for papers to graduate students throughout the University of Toronto.
- Ensuring graduate student participation means instituting low registration fees for graduate students or implementing some other means by which the conference is made accessible. As one way to foster graduate student participation, *and as an incentive toward financial contribution*, the GSU recommends suggesting to funding bodies, particularly departments, that graduate student enrolled in their programmes receive registration fee waivers and/or subsidies.
- The GSU will not fund more than one conference per academic year hosted by any one department, association, group of students, and so forth. Preference may be given to departments applying for the first time.
- The GSU does not support honoraria, travel or accommodation costs. The Finance Committee may choose to fund particular items in the Conference budget, e.g. space or equipment rental, publicity, abstract printing.
- Though the amount of funding will be determined annually and limited by the amount budgeted, the anticipated **maximum amount of money for any one conference is \$500**. The amount of money devoted to one conference, up to a set maximum, is dependent upon the number of disciplines, and thus number of students, that it is likely to interest (in other words, *interdisciplinarity pays*). Course unions in other disciplines who will be participating should be expected to donate funding.

Normally, journals will receive one-time only funding & course unions will be encouraged to apply for a Special Grant to cover some of the on-going journal costs.

THE APPLICATION PROCESS:

- Students are encouraged to apply 6 months in advance to allow for the time constraints of the application process. Application for GSU Conference Funding will be made to the Finance Committee twice a year, once in December, once in March. The Finance Committee decisions will be presented to the January and April GSU General Council Meetings for approval.
- The applicant(s) should have some official connection to the course union or have the application endorsed by the course union. We expect that course unions will contribute to the conference unless otherwise noted.
- Applicants must complete an Application Form which is available on our website or from the GSU office.
- In order to be considered for GSU Conference Funding, students must present a full conference budget, including all expected and anticipated or actual sources of other funding (SSHRC, departments, and so forth). You must include the costs of registration for different groups (i.e. faculty, industry, students, etc.)
- As well as a detailed budget, each application must include a covering letter explaining the rationale and significance of the conference, as well as an indication of the numbers of graduate students and disciplines the conference might interest.
- Organizers must report in writing on the success of the conference to the GSU no later than 6 months after the completion of the conference itself, the report to include an evaluation and financial accounting. Failure to do so will affect future applications.
- It is advisable to consult with the GSU before submitting your application to ensure that you have all the necessary documentation in place.

FALL 2010 DEADLINE: Wednesday, December 8th, 2010 at NOON

SPRING 2011 DEADLINE: Wednesday, March 16th, 2011 at NOON

Contact Person: Charlotte Reeve, 978-8464 or charlotte@utgsu.ca

GSU Website: www.utgsu.ca

APPLICATION IS OVERLEAF-----