

College of Medicine *OVDR Virtual Conference Funding Guidelines*

An Office of the Vice Dean Research (OVDR) Funding Initiative

Purpose: This initiative is intended to support College of Medicine (CoM) faculty, clusters, groups, and departments who are interested in organizing virtual conferences, seminars, symposiums, workshops, or webinars in order to aid in the advancement of knowledge and scientific discovery.

Value: This is an award of up to \$500 to support an event that must be held within one year of notification of success. Extensions will not be granted on funds where the event has not occurred within one year.

Eligibility: All CoM faculty are eligible to apply for *OVDR Virtual Conference Funding* once per fiscal year (May 1st – April 30th).

If an application is submitted on behalf of a group, cluster, or department, that organization must identify a principal investigator (PI) on the application form. The PI must identify his/her group on the form, and that group is only eligible to apply once per fiscal year.

In order to be considered for funding, events must take place **virtually**.

Applications will be considered based on the following criteria:

- matching funds,
- the proposed program and a realistic budget,
- impact of the event in one of the following areas: research, student scholarship, public outreach, teaching, or administrative performance,
- significance of the event topic, ability of the event to attract national or international speakers and participants of significance in the relevant field or area,
- guest speaker credentials and area of expertise; and
- alignment of the event with the CoM strategic plan; specifically relating to areas of research, education, social accountability, Indigenous health, and faculty engagement.

Procedure to Apply: Application forms can be downloaded on the Research webpage (<https://medicine.usask.ca/research/funding-initiatives.php>) and submitted to ovdr.funding@usask.ca.

Deadline: This opportunity will be offered from May 1, 2020, forward as an ongoing call. We will not be back dating any virtual conference costs with invoices prior to May 1, 2020. The internal turnaround time for notifications will be approximately one month. For budget purposes, it is important to return this letter in a timely manner. If we do not receive the signed and completed acceptance letter within two weeks of the applicant receiving it, then the funding will return to the source, and the applicant will need to submit another application for virtual conference funding.

Responsibility: It is the responsibility of the PI to create an operating fund or identify a fund number to deposit the awarded funding.

Reporting: A brief report of event outcomes and an accompanying financial statement is required within 6 months of the event date. Applicants will not be eligible to reapply for this opportunity in subsequent years until they have submitted this documentation.

Contact: If you have any questions, please contact ovdr.funding@usask.ca.