



# RRC Conference Support Fund

## 2023 Research Funding Opportunity

### Background and Purpose

In an effort to support RRC members interested in developing and coordinating knowledge translation activities, the RRC has established a conference support fund. This funding opportunity aims to encourage translational research events by providing funding to active RRC members in partnership with external funders. Applicants must be current RRC members in good standing and hold a leadership position with the conference.

### Funding Available

Awards ranging in value up to \$1,000 will be available, depending on the nature and scope of the conference. A scoring rubric is attached.

Conferences must occur within one year of application.

Funding received through the *Conference Fund Grant Program* is not intended to cover the full costs of the conference. In their application, conference organizers are asked to outline other revenue sources, including a realistic projection of registration and other fees that will be charged to conference participants. Applicants must also indicate how surplus conference-generated funds will be used.

A brief report of conference outcomes and an accompanying financial statement is required within six (6) months of the conference date.

### Eligibility

Active members of the Respiratory Research Centre are eligible to apply for a Conference Fund Grant. To be considered for funding, conferences must:

- be sponsored or co-sponsored by an externally funded project or organization, the University, or a member of the campus community;
- take place in Saskatchewan (with preference given to conferences held at the University of Saskatchewan);
- anticipate a minimum registration of 25 and have a program covering at least one full day.

**Principal applicants** must be:

- Current RRC members in good standing;
- Serve in a leadership position for the conference (Chair, Co-Chair or Steering Committee Member)
- Based in SK for the term of the funding;
- Affiliated with the University of Saskatchewan which will administer the funds as the host institution.



### Multiple applications:

- As a principal applicant, an individual can submit only one application per individual per fiscal year. However, there is no limit on the number of applications on which an individual can be listed as a co-applicant (in addition to an application in the role of principal applicant or collaborator).

## Application Form and Submission

### Application

Applications must be completed and submitted by e-mail to [britney.duncan@usask.ca](mailto:britney.duncan@usask.ca).

### Review Criteria (Rubric - Appendix A)

Applications for conference funding will be adjudicated based on the following criteria:

- Inclusion of a significant focus on respiratory health RRC member involvement
- Opportunities to highlight the work of the RRC
- Scope of the conference
- Anticipated registration
- Ability of the conference to attract national or international speakers and participants of significance in the relevant field or area and;
- The proposed program and a realistic budget.

Of highest priority are those conferences sponsored by national or international associations that will be hosted by the applicant. Regional conferences will be considered for support if they promote the [RRC mission](#) and serve to enhance both the Centre and institutional reputation and impact.

The Conference Fund is not intended as a mechanism to support workshops, seminars, course activities and poster events, visiting speakers, college or departmental symposia, and other small and focused events. It is not intended as a source of funding for recurring USask-based events, although it may provide inaugural seed funding in the first year of such events. Due to funds being limited, it may not be possible to fund all deserving proposals nor to fund proposals at the requested levels.

### Adjudication

Application will be evaluated in a competitive, peer-review process. The RRC Executive Committee will manage the program and will strike an appropriate adjudication committee.

### Important Dates

<b>Competition Launch</b>	May 1, 2023
<b>Application available on RRC website</b>	May 1, 2023
<b>Application Deadline</b>	<i>Open intake</i>
<b>Funding Decisions</b>	<i>Within four weeks of application</i>



## More Information

- ✓ Read about the RRC here: <https://medicine.usask.ca/respiratoryresearch>

## Contact

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