

Policies and Procedures

For Applications to the Faculty of Science Travel Grant

1. The Faculty of Science Travel Grants are intended to support mainly:
 - a. travel to a research conference, or
 - b. to enable Chairs of Departments to attend national or regional meetings of Chairs,
 - c. or travel to attend meetings of APICS and other similar regional organizations that support the mission of the Faculty of Science.
 - d. Travel intended to improve teaching may be supported in special circumstances but requests should be made to the Faculty Development Committee first.
2. Travel of type 1a must be approved by the Chair or Chair designate. Travel of types 1b and 1c must be approved by the Dean before the event and is either fully supported or not supported at all. Faculty with research grants are expected to use them to pay some portion of their travel costs to research conferences.
3. For Travel of type 1a, the maximum allowable amount of a Travel Grant for full-time tenured and tenure-track faculty members in the Faculty of Science is \$2,000.00 a year with a maximum of \$4,000 over three years. Approval is on a first-come first-served basis until the budget is exhausted.
4. All applications are to be submitted to the office of the Dean of Science as soon as possible with amounts required indicated on the form.
5. Faculty on Limited Term contracts and faculty on Sabbatical Leaves may apply for a Travel Grant on a first-come first-served basis. Clinical Associates are also eligible for a Travel Grant at a reduced rate.
6. The completed application form, along with any supporting documentation, should be approved by your Chair and sent to the Dean for final approval. As a minimum, there should be evidence that a paper has been accepted for presentation if that is the basis of the application.
7. The Chair's approval will be considered by the Dean as evidence that the Chair is aware that the faculty member will be absent from the University for the period indicated on the application form.
8. As a general rule, the Dean will give preference to applications from individuals presenting a paper at a conference or meeting. Attendance for other purposes will also be considered.
9. In the event that there are funds remaining at the end of the year, additional amounts may be awarded to applicants if the cost of attending the conference has not been covered by other non-private sources (e.g., research funds, conferences subsidies, etc.).
10. It is expected that individuals receiving grants will clearly identify themselves at the conference or meeting and on their paper or presentation as a member of the Faculty of Science, St. Francis Xavier University.
11. After approval, the requests will be sent by the Dean's Office to Accounts Payable in the Business Office with a copy to the applicant. Requests for advances, therefore, must be made directly to Accounts Payable.
12. On completion of travel, recipients must apply for reimbursement of amounts on a timely basis.
13. Applicants are required to comply with the University travel guidelines.
<http://www.stfx.ca/campus/admin/accounting-services/>