



INTERNAL SCHOLARLY, RESEARCH & CREATIVE (SRC) EVENTS/ACTIVITIES SUPPLEMENTAL FUNDING SUPPORT APPLICATION FORM

- This funding opportunity offers supplemental financial support to SRC events/activities held on the Ryerson University campus that advance Ryerson’s SRC priorities and/or knowledge mobilization initiatives. Requests for funding must clearly indicate all other sources of financial support for the event/activity. Faculty members may apply for SRC event/activity supplemental funding once per event and once per calendar year. For the purpose of this application, regular annual conferences/workshops will be considered as separate events. Applications for funding are accepted on a rolling basis year-round, however should be submitted a minimum of 10 weeks prior to the event date. For major conferences requiring significant advance planning, we recommend this application be submitted a minimum of three months before the event date. Applications submitted after the event date will not be accepted. Please ensure that you acknowledge support of the Office of the Vice-President, Research and Innovation in all event materials. Please email your application and all attachments to the Associate Vice-President, Research and Innovation, Naomi Adelson naomi.adelson@ryerson.ca

APPLICANT INFORMATION

Table with 2 rows and 3 columns: Surname, First Name; Faculty/Department; Mailing Address; Co-applicants (if any); Telephone; Email Address.

EVENT INFORMATION

Title of event: [Empty text box]

Date of event: [Empty text box]

Location of event: [Empty text box]

**APPLICATION SUBMISSION DETAILS:**

1. **A brief description (maximum 3 pages, in addition to this form) of the proposed event that addresses the following:**
  - a) central SRC focus or theme
  - b) significance for the relevant discipline(s) and Ryerson University
  - c) anticipated outcome and/or impact of the event
  - d) preliminary indication of the keynote participants, if any
  - e) preliminary program
  - f) nature of graduate or undergraduate student involvement
  - g) estimated number of participants

2. **A breakdown of event expenses and funding applied for, including in-kind contributions (maximum 1 page, in addition to this form)**

**3. Budget Summary**

	<b>Confirmed funding</b>	<b>Unconfirmed funding</b>
<b>Amount of confirmed or unconfirmed funding from your faculty and/or department:</b>		
<b>Amount of confirmed or unconfirmed funding from an external agency or sponsor(s) or other internal funding sources:</b>		
<b>Registration fees (where appropriate, it is anticipated that registration fees will form part of an event budget, but that fees might be reduced or waived for students):</b>		

<b>Amount requested from OVPRI:</b>	
<b>Total conference funding (please ensure that the estimated cost is fully covered by funding from all sources):</b>	

**4. Signatures**

Applicant

Chair/Director

Date

Date

Dean

Date

**FOR OVPRI USE ONLY**

**AMOUNT APPROVED**

**DATE**

**SIGNATURE OF VPRI OR DESIGNATE**