



Travel Grants – Faculty of Science

CONFERENCE TRAVEL AWARDS (FACULTY)

Faculty are directed to the StFX-StFXAUT Collective Agreement *Article 2.12 Faculty Travel Budget* for details including application procedures.

NATIONAL MEETINGS OF CHAIRS/COORDINATORS/DIRECTOR

The purpose of this travel grant is to enable Chairs/Coordinators/Director to attend national Chairs/Coordinators/Director meetings. Chairs/Coordinators/Director are directed to the StFX-StFXAUT Collective Agreement Article 2.0.2 Clause 2.3 k). The budget for this travel is covered under Article 2.12.

TRAVEL INTENDED TO IMPROVE TEACHING

Members are encouraged to use their Professional Expense Fund (Article 1.22) for this travel. Members are also encouraged to contact the Faculty Development Committee and/or the Teaching and Learning Centre for other possible sources of funding. In addition, the Teaching and Learning Centre offers a range of programs to support academic instructors in developing their teaching skills. One may also take advantage of local expertise in teaching pedagogy. As an example, there are faculty in the Faculty of Education with pedagogical expertise.

REGIONAL STUDENT CONFERENCES AND COMPETITIONS (Science Atlantic, Atlantic Provinces Exercise Sciences and Socioculturalists Conference (APES+), Atlantic Engineering Competition (AEC))

- Travel grants are subject to the availability of funds. Generally, each Department receives a set amount per year for travel costs for participation of students in regional disciplinary conferences and competitions. Students must be presenting in conferences.

OTHER TRAVEL

The purpose of this travel grant is to enable members of the Faculty of Science to attend regional meetings pertinent to their discipline that support the mission of the Faculty of Science. Examples include but are not limited to meetings of Science Atlantic, Discovery Centre, Research Nova Scotia, Provincial Government Departments,

- Travel grants are subject to the availability of funds.

TRAVEL GRANTS

1. The completed application form, along with any supporting documentation, must be approved by the Chair and sent to the Dean for final approval.
2. 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.
3. The Chair's approval will be considered by the Dean as evidence that the Chair is aware that the individual will be absent from the University for the period indicated on the application form.
4. Request for advance must be submitted to the Dean for consideration. The request will be forwarded to Accounts Payable if approved.
5. On completion of travel, recipients must apply for reimbursement of amounts within 30 days of the conference/meeting end date.
6. Applicants are required to comply with the Travel Policy and use the forms available at the Financial Services website <https://www.stfx.ca/financial-services>. The policy is under the "Policy Portal" menu and the forms and guidelines are under the "Forms and Guidelines" menu.

END

February 8, 2024