Telfer School of Management Research Grants (SMRG) 2025-2026 Terms of Reference

The purpose of the SMRG program is to support forward-looking research and to increase research intensity at the Telfer School of Management. The SMRG program offers the following types of grants:

Streams	Maximum	Deadlines
Research Development Grant	$15,000	April, November
Partnership Support Research Grant	$15,000	No deadline
Research Event Grant	$5,000	No deadline
Indigenous Research Support Grant	$15,000	No deadline
Visiting Professor or Researcher Grant	$6,000	No deadline
Dean's Travel Fund / Conference Attendance Support	$3,200	No deadline
Student Refugee Support Grant	$3,000	No deadline
MSc Student Thesis Research Grant	$2,000*	No deadline
MSc Student Thesis Conference Attendance Support	$1,200; $400 (DTI)	No deadline
PhD Student Conference Attendance Support	$2,500; $1,000 (DTI)	No deadline

* Amount subject to change based on the number of registered students from year to year.

Grants in each category are awarded through a competitive process. The number of grants and the maximal funding levels are subject to availability of funds in a given fiscal year. The fiscal year for the SMRG program funds ends on April 30. The Vice-Dean Research reserves the right to revise the Terms of Reference.

Application Process and Funding Decisions

Requests for funding must be submitted to the Telfer School of Management Research Office by the deadline using the online School of Management Research Grant (SMRG) portal.

Applications for the Research Development Grant, Research Event Grant, and Indigenous Research Support Grant are reviewed by the members of the Telfer School of Management Research Committee. This is a professor-based committee composed of representatives from each of the School's sections. Please keep the multidisciplinary nature of the committee in mind when crafting your application: **write for a non-expert audience**. In rare cases, a content

expert (internal or external) may be asked to help in assessing the merit of the research project described in the application.

The Research Committee provides funding recommendations to the Vice-Dean (Research) who will make the final decision, based on the availability of funds to support research and the Telfer School of Management's research priorities.

The Research Office will communicate the decision and feedback to all applicants within one month of the deadline for each competition when possible.

Important Aspects to Consider in Developing a Budget

Funds must be used to cover the direct costs of the research for which they were awarded, and the benefits should be directly attributable to the grant. The funds must be used effectively and economically, and the expenses must be essential for the research for which the funds were awarded.

The budget should include a **detailed and fully justified list of items constituting eligible expenses**:

Compensation-related expenses
Compensation for research trainees working on the project. The tasks, expected deliverables, and timeline must be specified. Projects hiring research trainees will be given priority.

Equipment and supplies
Equipment and supplies needed to conduct the research. Funds may be requested for the purchase of books, documentation, and software essential to the project but unavailable through the University's library system. These purchases remain the property of the Telfer School of Management but may remain with the principal investigator for as long as they are needed. To request equipment, the applicant must include a brief explanation of the type of equipment required, justified in terms of what is already available at the Telfer School of Management. Detailed quotes should be submitted.

Data acquisition and analysis
Costs related to the collection of data, such as payment of participants, acquisition of databases, translation costs, transcription costs, etc. that are directly related to the research. Detailed quotes should be submitted.

The following expenses are not eligible for any of the SMRG grants:
-    Research conducted under contract with a public institution, private agency or firm;

- In general, we recommend that students be included as research trainees (e.g., research assistants) on SMRG applications. However, it is permissible for students to be listed as co-applicants. In this case, following Tri-Agency rules, they cannot receive compensation for time worked (salary or stipend) but they can be reimbursed for direct expenses incurred in conducting the research;
- Travel for purposes other than data collection, unless specified in the terms of SMRG programs designed for travel support;
- Knowledge mobilization activities, unless specified in the terms of SMRG programs designed for knowledge mobilization. Journal Open Access fees for publishing are not eligible under any SMRG program.
- Entertainment, costs of alcohol, business lunches and/or honoraria;
- Costs associated with the development of courses;
- Costs incurred before the grant is awarded.

Note: Major budget modifications need to be approved by the Research Office who may request permission from the Vice-Dean (Research). These requests must be made in writing (letter or email) prior to incurring the proposed expense(s).

Further details on eligible expenses can be found in the [Tri-Agency Financial Administration Guide](#).

Other specifications

For the **SMRG Student Thesis Research Grant**: Costs related to thesis research, including data collection, software, training and travel necessary to perform the research project are allowed. Applicants should describe all other sources of funding.

For the **SMRG Research Events Grant:** Speaker(s) travel expenses, student salaries to work on event planning, event planning, hospitality (no alcohol) during the event, development of promotional material or event website are examples of eligible activities.

Research Development Grant

Objectives

The Telfer **SMRG Research Development Grant** is designed to provide financial support to Telfer School of Management's faculty members with active research programs. The main objective of this grant is to support a project that will lead to:
- The submission of an application for Tri-Agency funding or other major external funding (e.g., CFI) within two years of notice of award, or
- The submission of research work to top-tier journals in the applicant's field of research.

Funding Details

Applicants can request funding of up to $15,000 for a research project with a maximum duration of two years. Priority will be given to applicants who are not current holders of a SMRG Research Event Grant, or Indigenous Research Support Grant).

Successful applicants who meet RMS eligibility criteria are required to submit their SMRG project to the University of Ottawa [Research Development Grant](#) (Seed grant).The SMRG Research Development Grant will be placed on hold until the Seed application is submitted. Once the Research Office receives confirmation of this application, the funds will be made available to the researchers. The Research Office will provide guidance to eligible candidates. The University of Ottawa Seed grant provides additional funding to researchers to conduct their research and helps increase the recognition of Telfer scholars at Central.

The number of grants available may vary annually based on fund availability.

Eligibility

Full-time tenured and tenure-track faculty members at the Telfer School of Management are eligible to submit applications. The principal investigator is responsible for adhering to the policies and regulations of the University of Ottawa and the Telfer School of Management when managing grant funds.

Grant Policies

A principal investigator may hold only one SMRG Research Development Grant at a time. Priority will be given to applicants who are not current holders of a SMRG Research Event Grant, or Indigenous Research Support Grant.

Holding multiple grants as investigator and co-investigator: While a SMRG Research

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Development Grant may relate to an existing or submitted grant, budget overlap is not permitted. Overlapping research projects will not be funded. Applicants must disclose all ongoing and pending funding sources, providing details of amounts and project descriptions. In cases of multiple grants, applicants must justify how the requested funding aligns with other grants and applications.

Requests for extensions beyond the original grant period must be submitted to the Research Office at least two months before the grant's end date. Each extension will be for one year, and a maximum of two extensions may be requested.

Any publication or presentation supported by SMRG funding must explicitly acknowledge the support of the Telfer School of Management.

This grant is not intended **for pedagogical purposes**.

Deliverables

The grant recipient must submit a short report within three months of the end of the grant period to the Research Office. This report should include an overview of archived goals, including any submissions of grant applications made to Tri-Agencies or other granting bodies and/or a submission in a top journal in their field (please provide information on the journal quality, such as acceptance rate, AJG ranking, or other indicators as applicable). If the original objectives were not achieved, an explanation should be provided. The reported SMRG results will significantly influence future funding decisions for the applicant.

Application Guidelines
Please use TNR 12 black font, single spacing, and minimum 3/4-inch margins

Applicant Name
Co-applicants
Project Title
Start and End Dates
Amount Requested

Main Research Contributions
List and describe 3 most relevant research contributions - describe your past contributions that are most relevant to the proposed project.

Response to Previous Critique (if applicable; 1 page maximum)

Current Funding

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Describe all currently held or submitted funding related to this project. Confirm there is no budget overlap.

Summary of Project (1 page maximum)
Provide an overview of the project in clear, concise, and plain language. Describe the importance and potential impact(s) of the research.

Project Description (5 pages maximum)
Explicitly state the objectives/questions.
Provide a literature review/contextual framework.
Describe your methodological approach, timeline, and resources needed.
Describe the expected results, limitations/challenges anticipated with alternative plans.
Include a detailed training plan (if not applicable, please explain why).
Describe your knowledge dissemination plan, including plans to apply for external funding.

Budget Justification (1 page maximum)
Provide a list of the expected expenses and include a justification for each item. Use the following categories: Salaries, Equipment and supplies, Data acquisition and analysis, and other expenses directly related to completing the research methodology. This grant does not support knowledge mobilization activities, including but not limited to Open Access fees and conference travel.

References (2 pages maximum)

Evaluation Criteria

Evaluation Criteria and Sample Indicators of Excellence in Each Category

1. **Merit—The appropriateness and quality of the application (45%):**

   o Appropriateness of the literature review, theoretical approach, or framework;

      • The research goals and objectives are clearly stated, grounded in past literature, and explained in a language that keeps a multidisciplinary audience in mind.
      • The research questions or hypotheses (if applicable) are clearly articulated.

   o Appropriateness of the methods/approach;

      • The methods used or developed in the research program are clearly described. For example:
         • The methods for data collection such as the sample (size and composition), sampling strategy, and data sources (e.g., interviews, questionnaires, experiment, archival data) are clearly described;

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- The methods for building models and relevant considerations are clearly described.
- The methods are appropriate given the research objectives.
- The analysis plan and expected outcomes are clearly explained.
- Limitations are appropriately discussed.

o Quality of training and mentoring provided to research trainees (e.g., graduate students, postdoctoral researchers, and other research assistants) and the opportunities for them to contribute.

- The applicant clearly explains how they plan to involve research trainees in their project and how this involvement will contribute to their training.
- The activities that research trainees will undertake are of high quality and will contribute to their professional development.
- A clear justification is provided if the project does not include a training component.

2. **Challenge—The aim and importance of the proposed research (20%):**

o Originality, significance, and expected contributions to the related academic field;

- The research project proposes important contributions to knowledge in the researcher's field of study.

o Potential for the project outcomes to have a broader societal impact;

- The research project is likely to have a relevant impact on society or other stakeholders.

o Potential for resulting in a top-tier journal publication(s) or a successful application(s) for Tri-Agency or other funding.

- The applicant has clearly stated their plan to apply for Tri-Agency funding or other external funding by identifying a competition title and timeline.
- The knowledge dissemination targets are identified (e.g., academic journal publications, refereed conference presentations, presentations to important stakeholders beyond the research community).

3. **Feasibility—The plan to achieve research objectives (35%):**

o Appropriateness of the proposed timeline, and probability that the objectives will be met;

- The timeline of the project (e.g., in months, or semesters) is clear and realistic within the scope of the grant.

o Expertise of the applicant(s) in relation to the proposed research;

- The research team has access to necessary equipment and resources.

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- Each team member's specific contributions are clearly described.
- The applicant's expertise and experience are appropriate for the project.
  - Appropriateness of the requested budget, justification of proposed costs.
    - The budget is appropriate given the research objectives and methods.
    - The budget items are properly justified.

Partnership Support Research Grant

This grant is designed to support Telfer School faculty members with active research programs in their applications to large Tri-Agency partnership or team grants.

An applicant can request up to $5,000 per year for a maximum of three years, for a total of $15,000, to be used as a cash contribution towards their application to major Tri-Agency programs. Eligible programs include but are not limited to SSHRC Partnership and Partnership Development Grants, NSERC CREATE and Alliance grants, CIHR Teams grants, or other funding opportunities consisting of a minimum budget of 300,000$ and at least 1 industry partner.

Funds will only be released if the applicant is successful in the Tri-Agency competition.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications can be submitted by full-time tenured and tenure-track faculty at the Telfer School of Management. The principal investigator is responsible for managing the funds according to the University of Ottawa and the Telfer School of Management policies and regulations.

Policies

Holding multiple grants as investigator and co-investigator: A SMRG grant can be related to another grant or one that has been submitted for funding, however the projects cannot overlap. Each applicant is required to disclose all projects submitted for funding and currently held sources of funding. In the case of multiple grants, an applicant must justify how the requested funding is related to other grants and grant applications. Requests for support for overlapping research projects are not eligible for funding.

A request to extend the duration of funding beyond the original period needs to be made to the Telfer Research Office. If granted, an extension will only be granted for one additional year. **A formal request must be made at least two months prior to the end of the grant period.** This grant is not intended **for pedagogical purposes**.

Deliverables

The recipient must provide a short report within three months of the end of the grant period. This report should clearly state what was accomplished (Partnership building; submission to top journals and/or knowledge mobilization and/or student training). If the original goals were not achieved, an explanation of the reasons must be provided. The reported results of the grant will have a significant impact on future granting decisions.

Each publication or presentation supported by SMRG funding must explicitly acknowledge the support of the Telfer School of Management.

Evaluation Criteria

Quality and importance of the proposed partnership
- Research objectives are well-defined
- Clear and detailed description of the partnership
- Importance and merit of the partnership are well supported
- Proposal follows a logical structure

Formal Partnership Information
- The proposed partnership is realistic
- Objectives are achievable within the timeline
- Accessibility to necessary equipment and resources
- Applicant's expertise and experience are appropriate for the partnership
- Expected results are clearly stated

Deliverables
- Plan to apply to Tri-Agency funding is clearly stated
- Importance of the expected research outcomes (academic journals publications, refereed conference proceedings and knowledge mobilization) are clearly stated

Students and Training
- Contribution to the training of students and their role in the research is well described

Research Event Grant

An applicant can request up to $5,000 towards the costs of organizing an academic event hosted by the Telfer School of Management.

The number of grants may vary from one fiscal year to another depending on the availability of funds. Please contact the Research Office before submitting a proposal.

Within one month of being awarded the SMRG research event grant, the applicant must confirm with the research office that the event has been scheduled, and the invited speakers have been confirmed. Failure to do so may result in loss of the grant.

Successful applicants are expected to submit their proposal to the University of Ottawa uoConnect Grant Program before receiving the SMRG Research Event Grant. Once a confirmation of the application is received by the Research Office, the funds from the SMRG Research Event Grant will be made available.

Any unused funds remaining after the event has taken place must be returned to the SMRG program.

If plans for your event change, please notify the Research Office immediately so funds can be reallocated.

Eligibility

Only full-time tenured or tenure-track faculty at the Telfer School of Management can submit applications. The event organizer is principal investigator and is responsible for the management of the funds according to University of Ottawa and Telfer School of Management policies and regulations. The event is expected to contribute to the development of the Telfer School of Management, improve its scientific culture and increase its international recognition.

Policies

A faculty member is eligible to be the recipient of only one Research Event Grant in a given fiscal year.

The grant is awarded at most 1 year prior to when the event is scheduled and cannot be extended. This grant is not intended **to support events of pedagogical nature**.

Priority will be given to funding new events over recurring events (e.g., the same conference organized yearly) and to funding events including international speakers and attendees.

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Deliverables

An activity report describing the event and its impact should be submitted within 3 months of the event date.

The event must explicitly acknowledge the support of the Telfer School of Management.

Evaluation Criteria
This grant will be evaluated on:

- The significance and quality of the event for the research field and how the event will benefit the Telfer School of Management and the University of Ottawa's recognition
- The anticipated number of domestic and international participants
- The detailed budget with justifications for how each expense supports the event. The applicant must also list revenues and in-kind contributions from all sources, including Telfer and the University of Ottawa.

Indigenous Research Support Grant

This Telfer School funded team grant is designed to support Telfer School faculty members interested in pursuing Indigenous research in management, to promote collaborations with researchers of the Institute for Indigenous Research and Studies of the University of Ottawa or other researchers with an expertise in Indigenous research and to encourage community-based management research in partnership with Indigenous communities or organizations.

The goal is to provide financial support to Telfer faculty members as principal investigators for a research project that will result in:
- a contribution to knowledge in the field of Indigenous research.
- an impact on the practice of Indigenous organizations and/or communities

An applicant can request up to $15,000 for an interdisciplinary research project lasting up to two years. Priority will be given to applicants who are not current holders of a SMRG Research Development Grant or SMRG Event Grant.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications can be submitted by full-time tenured and tenure-track faculty at the Telfer School of Management. The principal investigator must be a Telfer School faculty member who will be responsible for managing the funds according to the University of Ottawa and the Telfer School of Management policies and regulations.

The inclusion of an Indigenous researcher, a member of the Indigenous community or an organization as a partner on the grant would be a significant advantage.

Policies

A principal investigator can only hold one Indigenous Research Support Grant at a time.

Holding multiple grants as an investigator and/or co-investigator: A SMRG grant can be related to existing funded research or one that has been submitted for funding, however the projects cannot overlap. Each applicant is required to disclose all research submitted for funding and currently held sources of funding, including the amounts and descriptions of research projects. In the case of multiple grants, an applicant must justify how the requested funding is related to other grants or grant applications. Requests for support of overlapping research projects are not eligible for funding.

If REB approval is required as per Tri-Agency TCPS2 policy guidelines on Indigenous research, the principal investigator must obtain the REB certificate for funds to be released. Research supported by this grant must comply with the University of Ottawa policies on the conduct of research. It is the applicant's responsibility to secure the appropriate approvals for the proposed research from the University and from the relevant Indigenous organizations/communities. Funds will not be released until such approvals have been obtained. Applicants are encouraged to consult recent documents from the Tri-Agencies regarding Indigenous Research: https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx

Requests for extensions beyond the original grant period must be submitted to the Research Office at least two months before the grant's end date. Each extension will be for one year, and a maximum of two extensions may be requested.

This grant is not intended **for pedagogical purposes** and is subject to availability of funds.

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Evaluation process and criteria

Applications will be reviewed and adjudicated by members of the ad hoc Indigenous Research Grants Committee: consisting of one member of the Telfer School Research Committee with relevant expertise in management/business pertaining to the proposed research project, and a faculty member at Telfer or uOttawa or other Canadian university with expertise in Indigenous research. The committee will make their recommendations to the Vice-Dean, Research, Telfer School who will make the final decision. The applications will be reviewed based on SMRG guidelines expanded to account for Indigenous research and potential benefit to Indigenous communities.

The following criteria will be used:
- quality and originality of the proposal and relevance to the purpose of the grant, as well as ability of researchers to complete the proposed study
- nature and extent of involvement of Indigenous persons, organizations, or communities in the research from start to finish, taking into consideration the views of all relevant sectors
- plans for engaging with the Indigenous community which is an integral part of ethical research with Indigenous peoples, including Tri-Agency TCPS2 premises of reciprocity, respect, and mutual benefit in research-community relations

More information can be found in the Tri-Agency Guidelines for the Merit Review of Indigenous Research: https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx; and the Tri-Council TCPS2 (2018) Chapter 9 _ Research Involving the First Nations, Inuit, and Metis peoples of Canada: https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html

Deliverables

The recipient must provide a short report within three months of the end of the grant period. This report should clearly state what was accomplished (contribution to academic knowledge and Indigenous research; contribution to practice). If original goals were not achieved, an explanation of the reasons must be provided. The reporting of grant results will be considered in future granting decisions.

Each publication or presentation that has been made possible through funding from the SMRG program has to explicitly acknowledge the support of the Telfer School of Management.

Visiting Researcher Grant

Objective

The goal of the SMRG Visiting Researcher position is to support the development of collaborative research between a Telfer researcher or a research team at the Telfer School of Management and internationally renowned researchers.

The objectives of the SMRG Visiting Researcher position are to:
- Advance a Telfer professor or team's research program through the preparation of a joint grant application to one of the Tri-Agencies and/or submission of joint scientific articles to the best journals in the field of research.
- Contribute to the development of the Telfer School of Management and improve its scientific culture by offering seminars, conferences (e.g., the Telfer Forums), workshops and discussions involving faculty members and graduate students.
- Enhance students' experience by contributing to graduate research programs (i.e., PhD in Management, MSc in Management, or MSc and PhD in Digital Transformation and Innovation with Telfer supervisor).

Applications must be submitted by a Telfer researcher or research team and fall within the framework of their research program. The visit may be at the design, initiation or implementation stage of a research program.

Eligibility

Applications for a Visiting Researcher position can be submitted by an individual professor or a research team at the Telfer School of Management.

If a research team is putting forward a request, it must be comprised of at least two (2) Telfer faculty members. Scholars from other faculties at the University of Ottawa and/or other Canadian or foreign institutions may also be part of a research team as co-investigators.

If the professor or the research team applying does not require funding, they must still inform the Research Office about the visiting researcher.

A member of the research team holding a full-time tenured or tenure-track position at the Telfer School of Management shall act as lead investigator and be responsible for complying with the rules and policies of the University of Ottawa and the Telfer School of Management.

Guidelines

The lead investigator may not receive more than one SMRG Visiting Researcher grant in any given fiscal year.

Holding multiple grants as lead investigator or co-investigator: Applicants who already receive funding (from Canadian agencies, SMRG funds, for example) must explain the links between the projects and the lack of overlap. When applicants already receive funding, they must justify the

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relevance of the SMRG grant application to highlight the continuity and/or existing links between the funded research projects and the SMRG application. Applicants who have submitted research funding proposals and are waiting competition results must justify the relevance of the SMRG grant application to highlight the continuity and/or existing links between the research proposal and the SMRG application. A SMRG research grant may not support in whole or in part a research project that is already funded or under evaluation by another funding agency.

The original funding period of a SMRG Visiting Researcher grant may be modified only in exceptional circumstances. The request for such a modification must be made to the Research Office, who shall make assessments on a case-by-case basis.

This grant is not intended for **pedagogical purposes**.

The number of grants may vary from one fiscal year to another depending on the availability of funds.

Visit Requirements
The length of the visit must be between 2 and 8 weeks, preferably during the fall, winter or spring semesters to maximize the impact on the education of students registered in graduate research programs and to ensure interaction with professors and researchers at the Telfer School of Management. The stay may not be divided into two visits.
The Telfer School of Management shall provide a maximum of $6,000 for a visit to cover travel and hospitality expenses. Researchers or research teams may seek other eligible funding to support the visiting researcher.
The Telfer School of Management shall provide internet connection and supplies, as well as access to the main library to the visiting researcher. Office space is limited so the Research Office will try to fulfil this request, but there is no guarantee. The Telfer School of Management shall also be responsible for providing an invitation letter and directing the visiting researcher to HR immigration for information about visa requirements.

Eligible Expenses
Funding covers the following expenses: economy-class return plane ticket, local transportation, accommodation, cost of a visa and other fees to enter Canada and living allowance for the length of the stay in Ottawa. The visiting researcher's salary is paid by the home institution. The payment of an honorarium is not allowed under any circumstance, nor may the funding be used to purchase software or any type of equipment. The purchase of health insurance is the responsibility of the visiting researcher. Use of the funding is subject to rules governing the eligibility of travel expenses as established by the University of Ottawa.

Deliverables
No later than one month following the visit, the lead investigator must submit a short report

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explaining how the application objectives have been realized. If all the objectives have not been achieved, the lead investigator must justify the situation in the report. The report results will have a significant impact on decisions regarding future visits hosted by the researcher.

Any publications, presentations or events made possible by a SMRG grant must explicitly acknowledge the support of the Telfer School of Management.

Application Procedure

Applications must be submitted to the Research Office through the SMRG portal: https://securetelfer.uottawa.ca/research-grants/en/grants

Applications must include the following:

- A two-page description of the project on which the visiting researcher and research team will be working, activities in which the visiting professor or researcher will participate, and complementary research interests and areas of expertise;
- A résumé and short biography of the visiting researcher demonstrating his or her international stature;
- The dates of the visiting research researcher's stay;
- A detailed and justified budget.

Evaluation Criteria

- Excellence of the visiting researcher's record (e.g., publications, citations, monographs, impact of research, international recognition) 30%
- Impact on the development of new collaborations, external funding, publications 30%
- Potential impact on student training 10%
- Impact on the scientific culture of the Telfer School of Management and research activities 10%
- Alignment with Telfer School of Management research priorities and pillars 10%
- Budget and spending justification 10%

Exceptions for applications not requesting funding

If a Telfer School of Management faculty member intends to host a visiting researcher who is self-funded or the visit will be paid through the Telfer faculty member's own funding, but requires an invitation letter for a visa application or additional resources (workspace, internet access, etc.), please contact the Research Office via email to request an invitation letter. If the visiting researcher will be paid for their activities at the School, the Dean's Office must be contacted by email.

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Visiting student – The student should register through uOttawa's [Visiting Student Researcher Program](#) .

Postdocs – A potential Postdoctoral Fellow should register through the [Graduate and Postdoctoral Studies Office](#).

For inquiries, please contact the Research Office, at the Telfer School of Management.

Dean's Travel Funds

The Telfer School is committed to supporting the research excellence of its academic community and will provide travel support grants of up to $3,200 per fiscal year (from May 1st to April 30th) to full-time tenured and tenure-track faculty members who are active in research **exclusively for the presentation of research findings at one recognized scholarly conference**.

The maximum amount and number of travel support grants is subject to availability of funds and requests are considered on a first-come, first-served basis.

Travel support grants are intended to support dissemination of research results at reputable and high quality national and international academic conferences. Applicants would anticipate presenting completed or nearly completed research and therefore should provide evidence of that (e.g. accepted conference paper, draft article, draft book chapter). **The application must be done for 1 conference only and the specific research presentation must not already be supported by Tri-Agency or any other grants - however, if there is only partial funding through the Tri-Agency grants, and the researcher needs more support, they are welcome to apply with justification.**

The required documentation and the submission process are described below.

Maximum yearly amount (based on fiscal year)	$3,200 per faculty member
Eligibility	The applicant holds a tenure or tenure-track position at the Telfer School of Management.
Deadline	Ongoing basis until fund is exhausted.
Priority	New full-time faculty (i.e., hired within the last 4 years) and research-active faculty (i.e., has published in good quality, peer-reviewed journals in the last 4 years).

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Mandatory documents	Acceptance notification from the conference organizers; Proof that the conference uses a peer-review system to adjudicate submissions; Copy of accepted conference paper, or draft article, draft book chapter, etc.; Completed travel support grant application with detailed budget; Completed reimbursement form, which must be submitted within 60 days after return and before the end of the fiscal year, which is April 30th.
Conferences not eligible for travel support	Conferences organized by for-profit non-academic institutions (predatory conferences and journals). Conferences of poor quality designed primarily to attract participants to vacation destinations. Conferences not using a peer-review system to evaluate submissions. Examples of conferences not eligible for support include, among others, Gene Convention, BIT Congress Inc. events, or OMICS International events. Please view this infographic to help you determine the quality of a conference

Travel Grant Submission and Notification Process

1. Complete the travel support grant form available on the Research Office's SMRG Portal: https://securetelfer.uottawa.ca/research-grants/en/grants . The package includes a completed form and all the documents listed in the table above.
2. Notification of decision will be sent to the applicant and a copy to the Financial Officer.
3. **Retroactive applications for travel grants (event has already taken place) will not be considered**.

Student Refugee Support Grant

This grant is intended for graduate students who are registered full-time in a Telfer School of Management program (MSc in Management, MSc in Digital Transformation and Innovation with Telfer supervisor) who claim refugee status. The value of the grant is a maximum of $3000 offered as a bursary.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications are submitted by full-time tenured and tenure-track faculty at the Telfer School of Management, with a graduate student named on the application. The principal investigator is responsible for managing the funds according to University of Ottawa and Telfer School of Management policies and regulations.

- The student must be registered full-time in the MSc in Management or MSc in Digital Transformation and Innovation program offered by the Telfer School of Management.
- The student must be registered in the thesis or project option.
- The student must be supervised by a Telfer faculty member.
- The student is expected to work full time on their studies as these funds cannot be used for research or teaching assistantships.

Policies

Supervisors who have external funding will be expected to provide a top-up contribution of $1000.

Request for funding must be submitted through the online portal by the supervisor.

A graduate student is eligible to receive the Student Refugee Support Grant only once for a given program of a study. A confirmation of their refugee status will be made with the Telfer Graduate Office to validate eligibility.

This grant is not intended **for pedagogical purposes** and is subject to availability of funds.

Deliverables

Must maintain full-time status in the program.

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MSc Student Thesis Research Grant

This grant is intended for graduate students who are registered full-time in a thesis-based program at the Telfer School of Management (**MSc in Management, MSc in Digital Transformation and Innovation with a Telfer supervisor**). The MSc Student Thesis Research Grant has been created to support students in their thesis research. The value of the grant is a maximum of $2,000 for a duration of up to 1.5 years. For MSc students, this is intended as a stipend and/or to cover expenses related to the thesis research.

The number of grants may vary from one financial year to another depending on the availability of funds.

Eligibility

Applications are submitted by full-time tenured and tenure-track faculty at the Telfer School of Management, with a graduate student named on the application. The principal investigator is responsible for managing the funds according to University of Ottawa and Telfer School of Management policies and regulations.

- The student must be registered full-time in the **MSc in Management or MSc in Digital Transformation and Innovation** programs offered by the Telfer School of Management and be supervised by a member of the Telfer faculty.

- The research must lead to the MSc thesis of the student. MSc Projects are not eligible for this grant.

- The MSc thesis proposal must have been defended and approved at the time of the application.

- The graduate student is expected to work full time on their thesis research.

- If a student withdraws from the program or defends their thesis, any remaining research funds will be returned to the SMRG program. The faculty member is required to contact the Research Office with a written request (letter or email) to close the account.

- Funds cannot be transferred to another student supervised by the principal investigator.

Policies

A request to extend the duration of this grant needs to be made to the Research Office and, if granted, the extension will not exceed another full calendar year. **A formal request must be made at least two months prior to the end of the grant period.**

Supervisors who have external funding will be expected to provide a top-up contribution of $1000.
Request for funding must be submitted through the online portal by the supervisor.

A graduate student is eligible to receive the Student Thesis Research Grant only once for a given program of study.

This grant is not intended **for pedagogical purposes**.

Deliverables

Thesis and possibly academic publication or presentations. The thesis as well as each publication or presentation supported by SMRG funding must explicitly acknowledge the support of the Telfer School of Management.

MSc Student Thesis Conference Travel Support

This travel grant is available to Telfer students who are registered full-time in a thesis-based program at the Telfer School of Management (**MSc in Management, MSc in Digital Transformation and Innovation with a Telfer supervisor**). Only students registered in the thesis option are eligible for the MSc Student Thesis Conference Travel Support Grant. The grant supports the presentation of MSc research findings at a recognized academic conference that use a peer-review system to adjudicate the submissions. Students must have completed two semesters of full-time studies in the MSc program and have maintained a B+ or higher average to be eligible for this grant.

The thesis supervisor must approve the use of these funds for travel and approve the submission via the SMRG Portal. The same research findings cannot be presented to two different conferences.

The required documentation and the submission process are described below.

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Maximum amount and frequency of funding	The total amount available per student is as follows: **MSc in Management students** can receive up to $1,200 to present their work at one pre-approved conference once in their program. **DTI students supervised by a Telfer professor** can receive up to $400 to present their work at one pre-approved conference once in their program. Note, DTI students can receive additional funding from the Engineering faculty and must request funds from that faculty first.
Deadline	Requests will be processed on a first-come, first-served basis, subject to the availability of funds.
Mandatory documents	Acceptance notification from the conference organizers; Proof that the conference uses a peer-review system to adjudicate submissions; Copy of accepted conference paper, or draft article, draft book chapter, etc.; Completed travel support grant application with detailed budget; Completed reimbursement form, which must be submitted within 60 days after return and before the end of the fiscal year, which is April 30th.
Conferences not eligible for travel support	Conferences organized by for-profit non-academic institutions (predatory conferences and journals). Conferences of poor quality designed primarily to attract participants to vacation destinations. Conferences not using a peer-review system to evaluate submissions. Examples of conferences not eligible for support include, among others, Gene Convention, BIT Congress Inc. events, or OMICS International events. Please view this infographic to help you determine the quality of a conference

Additional considerations:

- We encourage students to also apply for research travel grants from the Graduate Students' Association (GSAÉD), CUPE or other available sources of funding. If a partial reimbursement is obtained from an alternate source of funding for the same conference this needs to be declared on the SMRG application and exhausted first to pay for expenses.

- Should the travel grants provided by GSAÉD or other sources, and the Telfer School of Management, prove to be insufficient to cover your cost of travel, you are encouraged to seek additional contribution from your thesis supervisor.

Travel Grant Submission and Notification Process

1. **BEFORE THE TRAVEL,** complete the **Telfer School of Management Travel Fund for PhD Students application** in the SMRG portal, attaching all required documents listed in the table above and copies of travel fund requests from other sources. Be sure to click submit! You may need to create a user account (if so, indicate that you are a student from the drop-down menu).

2. Follow up with your supervisor to make sure they approve the submission in the SMRG Portal.

3. Once a verification of your application is conducted, you will receive a confirmation letter from the Research Office stating the response to your application (approved or denied).

4. If your travel request is approved, a copy of this letter will be sent to your thesis supervisor and the School's Administrative Officer. You will receive information from the Telfer Research Office (recherche.research@telfer.uottawa.ca) related to the next steps to take and your reimbursement.

PLEASE NOTE:

- **Retroactive applications for travel funds (i.e., an event that has already taken place) will not be considered;**
- **Incomplete applications will not be considered;**
- **Attending a conference without presenting is not eligible for travel funding;**
- **There will be no travel advance prior to the travel.**

PhD Student Conference Travel Support

This travel grant is available to Telfer PhD in management students and DTI PhD students supervised by Telfer professors starting in the Fall semester of the 2nd year of their program. The conference must take place before the PhD program requirements are completed. The grant supports the presentation of PhD research findings at a high-quality recognized academic conference that use a peer-review system to adjudicate the submissions.

The thesis supervisor must approve the use of these funds for travel and approve the submission via the SMRG Portal. The same research findings cannot be presented to two different conferences.

The required documentation and the submission process are described below.

Maximum amount and frequency of funding	The total amount available per student is as follows: **PhD in Management students** can receive up to $2,500 to present their work at one pre-approved conference. Only one conference will be funded per fiscal year (May 1st – April 30th). Students may benefit from this travel fund up to three times in their PhD program, starting in Fall semester of second year. **DTI students supervised by a Telfer professor** can receive up to $1,000 to present their work at one pre-approved conference. Only one conference will be funded per fiscal year (May 1st – April 30th). Students may benefit from this travel fund up to two times in their DTI program, starting in Fall semester of second year. Note, DTI students can receive additional funding from the Engineering faculty and must request funds from that faculty first.
Deadline	Requests will be processed on a first-come, first-served basis, subject to the availability of funds.
Mandatory documents	Acceptance notification from the conference organizers; Proof that the conference uses a peer-review system to adjudicate submissions; Copy of accepted conference paper, or draft article, draft book chapter, etc.; Completed travel support grant application with detailed budget;

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	Completed reimbursement form, which must be submitted within 60 days after return and before the end of the fiscal year, which is April 30th.
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