

## **Requests for Department Financial Sponsorship October 2009**

**contributions to an external conference or event, sponsorship of another UBC unit's initiative, etc**

*Note: The following guidelines are intended for use in the 2009-2010 academic year, to be reviewed in April 2010 and renewed for subsequent years if desirable.*

EDST endeavours to extend modest financial sponsorship for conferences, symposia or other events that contribute to the scholarly community of the Department. Each request should be clearly related to one of EDST's major research or program interests, and offer significant benefits to EDST faculty and/or students. Support will only be considered for events or other forums for scholarly or teaching activity that benefit the collective. (e.g. requests related to faculty members' personal professional development do not qualify for these guidelines).

The department contribution for each request is normally limited to a maximum of \$200, based on a submission of a budget. Funding can be extended to items such as food and beverage for receptions, travel or honoraria costs for a speaker, printing costs, etc. Normally it will be expected that the Faculty of Education will be approached by the event representative to match or exceed the Department contribution.

Each request needs to obtain the endorsement of a program area or research cluster or the Department as a whole. This means that if a faculty member has a personal interest in EDST's support for a conference or organizational event, he or she needs to obtain the full support of a group of EDST colleagues.

The written endorsement of a research cluster or area group should state the reasons for its support for the event. These might include:

- the close links of the proposed event/initiative with EDST research interests
- the benefits to the Department
- the fact that EDST members, including students, will be invited

Normally, requests for sponsorship should be submitted in writing to the Head at least two months prior to the event, along with the written endorsement of an EDST area group/research cluster, a proposed budget for the event showing other funding sources and sponsors, and a statement of intent to approach the FOE for funding.

Decision for sponsorship will be made by the Head and administrative team (Deputy Head, Grad Advisor, Administrative Manager) on a first-come first-serve basis up to a maximum of \$1600 that will be set aside for all unplanned sponsorship contributions in the department budget.

Normally only one department sponsorship contribution will be granted to each faculty member per academic year.