

Conference Attendance & Learning Fund (CALF) Program Guidelines

Intent

The Conference Attendance & Learning Fund (CALF) Program provides funding which enables academic staff members to attend conferences and learning opportunities which will enhance their academic roles as teachers, researchers, clinicians, and administrators, for the benefit of the applicant and the University of Calgary Faculty of Veterinary Medicine (UCVM) community.

Eligibility

Continuing, limited term, and contingent term academic staff members of UCVM are eligible to apply to the CALF Program.

Limited funds are available through the CALF Program each year to support payment of conference and course registration fees and associated travel, accommodations, and meals for the academic staff member. CALF Program funds may **not** be used to support trainee and staff attendance.

It is understood that there may be special circumstances which present additional challenges or costs to participating in conferences and learning opportunities. The guiding principle is to reduce barriers to participation in conferences and learning opportunities. Those with special circumstances are encouraged to contact the Faculty Affairs & Development Office to discuss their situation prior to submitting an application. Special circumstances will be reviewed on a case-by-case basis and require pre-approval, which must be submitted as part of the application.

Principles

1. Subject to available funding, CALF support will be administered in as equitable and fair a manner as possible given the guidelines and the need to make timely decisions on requests for support.
2. Applicants must first leverage funding from other sources where possible (ex: PER, CEPD, etc.).
3. Successful applicants who receive support for CALF activities are expected to participate in at least one (1) ad-hoc review committee for CALF Program applications within one (1) year of the submission deadline for their successful application.
4. Successful applicants who receive support for CALF activities will be required to share their knowledge and experience with others, which may include providing a written summary and reflection of learnings for distribution or presenting to the UCVM community.

Award Value

1. Awards may be given to a maximum of \$2,000 per application.
2. Applications will generally be for an individual, though group applications may be considered if a clear rationale for the inclusion of multiple academic staff members is provided.
3. The committee will normally only consider one application per academic staff member, per fiscal year (April 1 – March 31).

Application Submission Due Dates

1. Application submission due dates are normally the second Friday in May, September, and January.

Application Adjudication

1. Applications will be reviewed by an ad-hoc committee, chaired by the Head Equivalent(s).
2. To represent the breadth of UCVM faculty, where possible, the ad-hoc review committee will consist of UCVM faculty from both the teaching focused and the teaching and research streams.
3. The Head Equivalent(s) will be non-voting members of the ad-hoc review committee.
4. The ad-hoc committee will review applications in a timely manner following the submission deadlines. In exceptional circumstances, applications may be adjudicated more frequently at the request of the applicant, subject to agreement of the Head Equivalent(s).

Application Review Criteria

1. Applications must demonstrate the anticipated benefits of the activity which may include:
 - How might the activity improve, enhance, or expand the academic staff members' knowledge, skills, or expertise in their current position or develop related skills for career and professional growth?
 - How might the activity benefit or be shared with the larger UCVM community?
 - How might the activity fulfill a current or future need?
2. Applicants must ensure they meet activity requirements/prerequisites at the time of application.
3. Activities must occur and be completed within the same fiscal year of the application.
4. Applications must be for future activities. To minimize administrative challenges with expense processing, applications for activities which have already occurred at the time of adjudication will not be accepted. The application must be received and adjudicated in advance of the activity. It is the responsibility of the applicant to request the application be adjudicated off-cycle if the activity dates do not line up with the intake dates. In these cases, the applications will be adjudicated solely by the Head Equivalent(s).
5. For all conference and learning activities funded through CALF, preference will be given to applications which:
 - Align with the UCVM strategic plan and are linked to the Vision, Mission, and Values
 - Clearly demonstrate the benefit to the applicant **and** the UCVM community
 - Belong to applicants who have not received prior funding
 - Belong to applicants who will be presenting at the conference/event
6. Preference for funding awards will be given to applicants who have not received CALF funding within the last 2 fiscal years.

Application Components

1. Applications must contain:
 - Detailed description of the proposed activity and link to program or additional information
 - Dates
 - Anticipated benefits and positive impacts to the applicant and UCVM
 - Declaration of prior CALF Program funding received in the past 2 fiscal years (year and dollar amount)
 - Budget, which includes the anticipated total cost and a breakdown of:
 - Special circumstances pre-approval
 - Declaration of remaining PER balance
 - Funding amounts from other sources
 - Cost items
 - Requested CALF Program funding amount

Application Submission Process

1. Applications are to be submitted using the Microsoft Forms link [here](#) by 11:59 PM on the submission due date.
2. Separate documents will not be accepted.
3. Late or incomplete applications will not be accepted.
4. If the CALF Adjudication Committee requires more information and/or clarification, the applicant may be asked to respond in person or in writing.
5. Decisions will be communicated in writing through adfa@ucalgary.ca.
6. Decisions of the CALF Adjudication Committee are final and binding.

Cancellation

1. Academic staff members can request to withdraw their application and/or approved funding by providing written notification to adfa@ucalgary.ca.
2. Approved funding may only be used for its originally approved purpose.

<u>Revision History</u>	
Date	Summary of Revisions
April 5, 2023	Original version published
April 16, 2024	Revised version approved by Leadership and published