

CONFERENCE/WORKSHOP ON CAMPUS OPPORTUNITY (CWCO)

The Conference/Workshop on Campus Opportunity (CWCO) supports researchers in communicating results and sharing knowledge with colleagues from Canada and abroad. This program promotes both exchanges within a discipline or across many.

*** Joint program with the Office of the Vice-President Research – Research Management Services*

There are two separate streams to the CWCO:

1. Conference:

For the purposes of this competition, a conference consists of an event:

- Lasting one day or longer
- Hosting a large number of participants (open registration)
- Focusing on one or more distinct themes
- Hosting Canadian and International researchers and students (both graduate and, where appropriate, undergraduate)

2. Workshop:

For the purposes of this competition, a workshop is defined as an event:

- Hosting a small number of people (closed invitation)
- Focusing on a particular research agenda or delineating specific research questions and needs
- Producing a concrete deliverable

An interim decision of support up to a maximum of \$3,000 may be provided. This may be used in showing University support in applications to tri-council or other outside agencies.

Eligibility criteria

To be eligible the applicant must:

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Be a member of the conference/workshop organizing committee
- Have funding from an external source for the activity (please clearly identify from where such external funding is being sought or has been obtained for the activity). Priority will be given to applicants that have secured funding for the workshop.
- Secure equal matching funding from the faculty

For the application to be eligible, the conference/workshop must:

- Have student participation
- Be open to all interested and qualified researchers
- Include participants and speakers from Canada and abroad
- Host the meeting on campus

- Have funding from an external source for the activity (please clearly identify from where such external funding is being sought or has been obtained for the activity). Priority will be given to applicants that have secured new funding for the conference/workshop.

Selection Priorities

Priority will be given to applications that:

- Demonstrate high level of student participation
- Obtain or seek external funding from peer-reviewed agencies
- Put forward a conference/workshop at the national or international scene
- Will enhance the visibility of the University of Ottawa, its researchers and students

Application Deadlines

There are four competitions per year for the CWCO. The internal (Faculty) deadlines are:

Internal application deadlines:

Please refer to the website <https://health.uottawa.ca/research/funding> for information on deadlines to apply for this opportunity. Announcements will also be made in the research office newsletter, as well as through email communications.

IMPORTANT NOTE: Applicants must submit to fssrecherche@uottawa.ca by 4 pm on the deadline date. If the deadline falls on a weekend or statutory holiday, The Research Office will extend the deadline to 4 pm on the next working day.

Application requirements

Proposal Format

Proposals must be formatted in accordance with generally accepted standards at the granting councils.

General Presentation

- Text must be single-spaced, with no more than six lines per inch and in black color
- The accepted font is Times New Roman regular 12 pts, or any comparable font – nothing smaller
- Condensed font and applications completed strictly in italics are not acceptable

IMPORTANT NOTES:

- The evaluation for the CWCO is based on documentation available in the original application
- All text, including references, must conform to these standards. Incomplete applications and/or applications that do not meet the presentation standards may be rejected or be at a disadvantage in comparison with those that are complete and respect the presentation standards
- Color images submitted in the application will not be duplicated in color for the peer reviewers

Suggestions

- Be concise
- Avoid acronyms and abbreviations or explain them fully
- Write the proposal for a multidisciplinary scientific audience not experts in your discipline
- Include a clear description of your research objectives, why the research you are proposing is important, how it relates to prior work/state of the art and what the impact of the findings will be on the discipline
- Outline the risks and pitfalls, if any, and explain how they will be overcome and/or outline alternative plans
- Outline the resources available to you for this project and the additional resources you are requesting in support of the activities you are proposing
- Explain your dissemination plans and provide an expected timeframe for the performance of the activity (conference publications etc)

Applications must be submitted electronically (in a single PDF file) to fssrecherche@uottawa.ca, accompanied with a completed Application form for support of knowledge dissemination and network activities (does not count towards application page number), supported by:

- **Summary of the conference/workshop consisting of:**
 - The title and theme of the conference/workshop
 - The need and significance of the conference/workshop for the research area
 - A description of how the conference/workshop will enhance the visibility of the discipline in research, the uOttawa, its researchers and students
 - The total number of anticipated participants (students and researchers)
 - The total number of anticipated participants from the National and/or International scene
 - A draft agenda/Opportunity for the activity
 - A list of the anticipated speakers, their home institution and their expertise
 - Proposed deliverables and/or dissemination/publication plan
 - Overall budget (revenues/expenses) for conference/workshop and budget justifications
 - Projected sources of revenues; (other sources/registration fees revenues/etc.)
 - Budget Justification:
 - Demonstrate the need for funds from the CWCO relative to other funding available to the applicant (i.e.: faculty, external sources, registration fees for the conference, etc.)
 - Explain how the costs were established for each item in the budget
 - Describe and justify how the budget items are needed to accomplish the objectives
 - Show how the funds contribute towards the project
 - Show economical use of funds

Examples of Eligible Expenses

- Travel and subsistence fees for out-of-town speakers (maximum of 2 days)
- Room and audio-visual equipment rentals
- Publication and conference proceedings

Examples of Non-eligible Expenses

- Professional fees and/or honoraria fees
- Cell phones, Blackberry devices, and/or personal digital assistant devices
- Cost of alcohol, entertainment, or gifts

**It is expected that conferences will charge registration fees to help cover costs

- **Common CV or equivalent**

*****The application package limit is 10 pages in total, including CV.**

The maximum contribution from CWCO and the Faculty is \$3,000 each (\$6 000 total), over the period of one year. Within the application, the budget section must describe the budget for the entire project, including both the CWCO & the Faculty matching contribution.

Adjudication Process

Evaluation Criteria

Applications will first be assessed by the Faculty Research Committee according to the following criteria (same criteria as for the institutional competition):

- Quality and importance of the conference/workshop and its contribution to research and scholarship
- Soundness of the planning, organization and appropriateness of the opportunity, presenters and, for workshops, the participants
- Adequacy and value of the planned deliverables and dissemination vehicles
- Provisions for the involvement of students from the University of Ottawa
- Provisions taken to promote diversity and inclusion of the panelists and presenters
- Contribution of the conference/workshop to the advancement of research and to enhancing the visibility of the University of Ottawa research, researchers and students
- Budget and budget justification, including:
 - justification of the proposed budget—its appropriateness, comprehensiveness and clarity, including prospective balancing of expenditures and revenues
 - extent to which the applicant is pursuing all potential sources of support
 - need for funds in relation to other funding available and conference/workshop activities and budgets

All requests will be acknowledged by the research office and notification of Committee recommendation, as well as comments, will be sent to each applicant after the review process.

Should the application be approved after review by the Faculty Research Committee, the Faculty Research Office will:

- Provide a written letter of recommendation from the Faculty confirming that, should the request to the OVPR be approved, financial support will be provided in an amount at least equal to the amount being requested of the CWCO;
- Request two completed RE forms for the amount requested from the Office of the Vice-President Research and from the Faculty; and
- Submit the full application to the OVPR CWCO for review.

At the institutional level, the Vice-President of Research or their delegate will chair the review committee. For each competition, RMS will draw committee members from a pool of potential members. Funds are awarded through a competitive process, on the basis of the criteria set out above.

Reporting Requirements

Within three months after the conference/workshop, the awardees must submit a final report to RMS (1 to 2 pages) describing the results of the conference/workshop in light of original summary submitted.

Other Requirements

- Release of funds is conditional on receipt of confirmation of external funding, with priority being granted to peer-adjudicated conference funding sources.
- Any funds remaining at the end of the validity period indicated on the official Notification of Decision will be reverted to the Opportunity.
- For more information please contact the Research Office at fsrecherche@uottawa.ca.