OFFICE OF THE VICE-PRESIDENT, RESEARCH AND GRADUATE STUDIES

Aid to Research Related Events, Publication, Exhibition and Dissemination Activities Program

Overview: The Office of the Vice-President, Research and Graduate Studies' Aid to Research Related Events, Publication, Exhibition and Dissemination Activities (ARRE) Program aims to stimulate knowledge transfer and exchange, as well as support visibility and outreach initiatives that contribute to the scientific life of the university. This program supports two types of projects: **Events** (e.g. visiting scholars/artists, speaker series, conferences, and public lectures) and **Dissemination** (e.g. workshops, publications, exhibitions).

Value: Up to $5,000 Requests must include matching funds, equal to the requested amount (1:1). Matching funds are required in the form of **cash** contributions (in-kind and registration fees are not eligible as matching funds). Only one award will be granted per faculty member per academic year.

Duration: 1 year. Unspent funds at the end of the year will be returned to the University and accounts closed. No extensions will be provided.

Eligibility: Competition is open to all full-time tenured or tenure-track faculty members. Part-time faculty members who are actively involved in research may apply contingent upon providing a support letter from their department including information about end dates of their appointments. Applications may be submitted by individuals, teams, or research units. **Applicants who currently hold an active ARRE from a previous year, or hold an external grant for the same project, are not eligible to apply. Should applicants be awarded external funds as a result of pending applications, their ARRE applications may be considered ineligible (*please contact the Office of Research*).**

Funding Requirements: Matching funds are required from either internal or external sources and must be secured by the time of the event or dissemination activity. Support letters confirming the contributions must be included in the application. In some cases, expenditures may be reimbursed retroactively, if clearly justified in the application.

 ARRE-funded events are intended to be hosted by a Concordia faculty member and enhance the University's research profile. They are normally expected to take place on the Concordia campus; however, in response to a shift during the pandemic, and as part of our commitment to sustainable research practices, hybrid and online events are now acceptable. The funding is not primarily intended for recurring events and Faculty Research Committees will pay particular attention to such requests in their adjudication. Recurring events (ex: same conference, speaker series, workshop, etc.) will be funded no more than 3 consecutive years followed by a minimum pause of 2 years. Contribution to larger-scale conferences with many sources of funding may be considered in cases where the visibility of Concordia at the event is demonstrated.

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Eligible expenses include:	Ineligible expenses include:
• Administrative costs to organize the event (e.g.: supplies, materials, staff salaries for coordination, booking of rooms and AV-equipment, webinar hosting/license fees) • Travel for invited scholars to participate in an event • Honoraria for external speakers • Translation • Publication of books, catalogues, and workshop / conference proceedings • Alcohol (to a maximum of 10% of awarded amount)	• Travel and registration fees for Concordia faculty and graduate students when attending off-campus conferences • Capital equipment (such as computers) • Book launches • Editorship activities for academic journals • Individual meals

Evaluation Criteria: As the Faculty Research Committee (FRC) may not include a member from the applicant's discipline, adjudication will be based on the information that is presented; therefore, highly-specialized technical language and/or disciplinary jargon should be avoided.

Applications are evaluated and adjudicated by the FRCs, based on the selection criteria below. The *weights* are only suggestions and may be modified by the FRC at its discretion, but must be justified in the recommendation to the OVPRGS:

1. Impact of the project in terms of: (**40%**)
    - Objectives and expected outcomes of the event, publication, exhibition or performance activity
    - Importance of the event or workshop/lecture in fostering research synergies or facilitating critical debate
    - Dissemination of research and/or research creation accomplishments
    - Increased visibility of research at Concordia to the broader community
2. Quality of the planning, organization, and content of the proposed event/publication, including measures taken to enhance equity, diversity, inclusion and decolonization (**30%**)[1]
3. Targeted audience and participation of Concordia faculty, students and the community (2**0%**)
4. Timeline and feasibility of the project (**10%**)

The University Research Committee (URC) will make the final decision on funding allocations based on the: 1) Faculty rankings, 2) number of recommended projects, 3) amount requested, and 4) availability of funds. The University may declare preferences related to its developmental needs and strategic directions, and might choose to fund those projects that best fit with this description in any given year.

Competition Deadlines: Faculties will set and communicate their own internal deadlines. Competition results will normally be announced by April 1, 2023 for this Spring competition.

IMPORTANT NOTE: *From now on we will be requiring **ORCID registration** to be able to apply to any OVPRGS funding program - https://orcid.org/register.*

Application Submission Procedures: Ready to apply? Specific application requirements can be found in **ConRAD** by accessing **Forms,** selecting the *Apply New* button and choosing the **Aid to Research Related Events, Publications, Exhibitions and Dissemination Activities Form** to complete.

Accessibility: For users that navigate and access information on the web regardless of disability, device or technical constraint we have set in place a process should a different submission method be needed. Please contact the Office of Research directly for more information.

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[1]For guidance on this see Igniting Change: Final report and Recommendations