Conference Funding Application Process

Start

Submission of Paper to Faculty

Documents Requested
- Completed CFF
- Full Completed Paper
- Acceptance letter
- Supporting documents

Recommendation by Dean and Faculty RSA Committee

— Reject → **Inform Staff**

- Completed CFF (Conference Funding Assessment)
- Conference Funding Paper Review Form

Recommendation by the Faculty RSA Committee based on
1. Paper Content
2. Staff Research Development
3. Contribution to discipline
4. Publication Plans

Accept

Submission to CERVIE

Documents Requested
- Completed CFF
- Conference Funding Paper Review Form
- Recommendation from Dean and Faculty RSA Committee
- Full Completed Paper
- Acceptance letter
- Supporting documents

Conference Type

International Conference → **Review (Internal/ External)**

National Conference

Endorsed by CERVIE for approval by DVC Academic Affairs & Research

— Reject → **Inform Staff**

Accept

Assigned Conference Code & issue Notification of Approval to
- Staff (by email)
c.c. Dean, Faculty
c.c. GHRO
c.c. GFO

GHRO & GFO for record and action
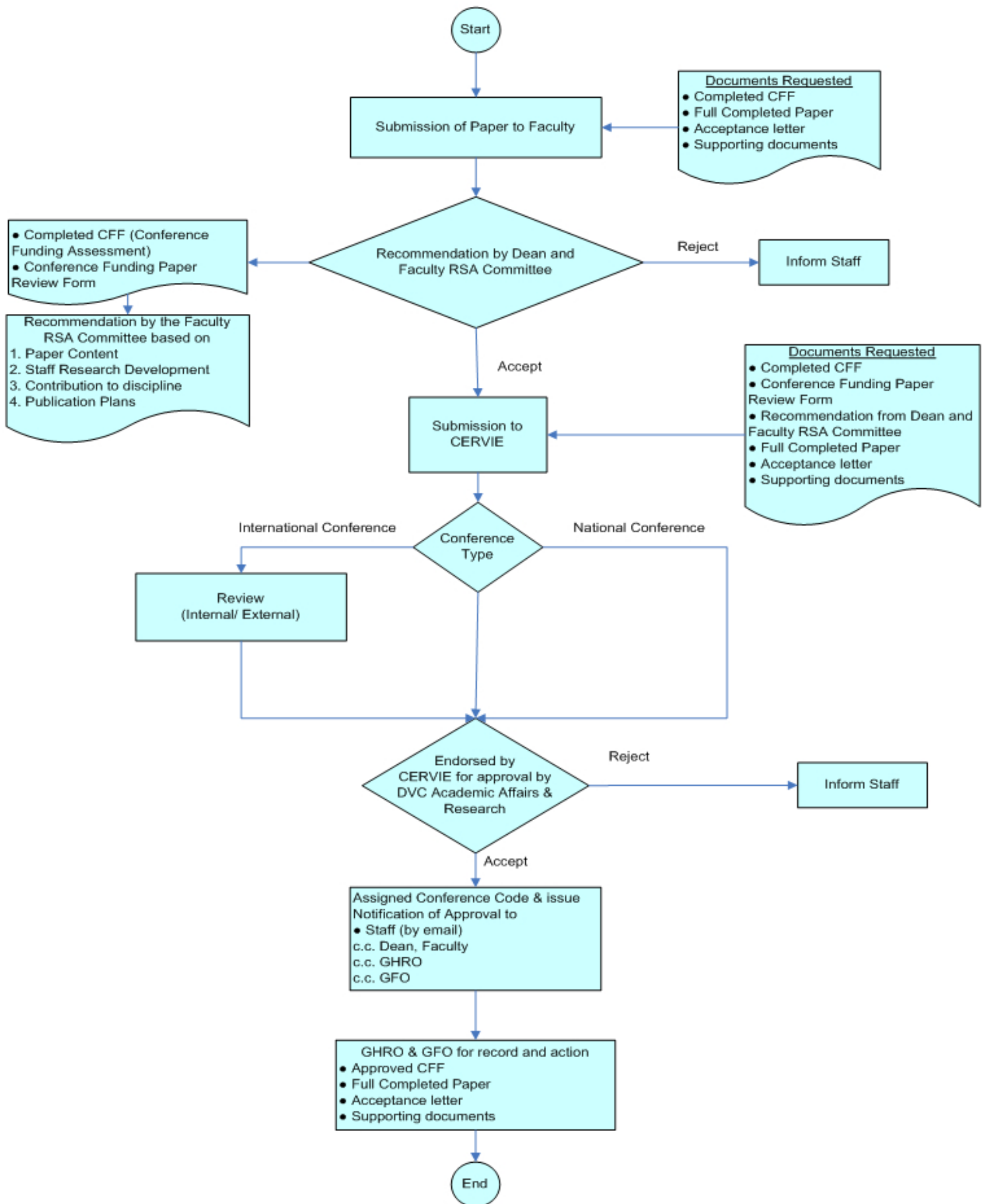- Approved CFF
- Full Completed Paper
- Acceptance letter
- Supporting documents

End

* This is a conference paper presentation only. For conference/training attendance, please use TRF and send to GHRO