

# Conference Grant Guide 2017

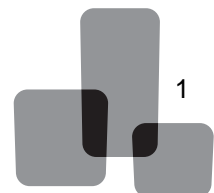


**Questions?**

info@manitobagamblingresearch.com  
(204) 957-2500 ext. 2417

## Table of Contents

Manitoba Gambling Research Program_____	2
Purpose _____	2
Funding _____	2
Cycle _____	3
Eligibility _____	3
Application _____	3
Application Review Process_____	4
Funding Decisions _____	4
Reporting _____	4
Reimbursement _____	5
Acknowledgements _____	5
Appendix A: Conference Grant Application Instructions _____	6



## Manitoba Gambling Research Program

The Manitoba Gambling Research Program builds gambling research capacity and supports the development of high quality research that enables evidence-based advancement in three areas:

- (a) responsible gambling programs;
- (b) problem gambling prevention; and
- (c) problem gambling treatment.

The Manitoba Gambling Research Program, managed by Manitoba Liquor & Lotteries, is an element of the responsible gambling strategy of the Corporation. An independent Research Council, consisting of community members and provincial gambling stakeholders, oversees the research funding.

All research proposals and reports are peer reviewed to ensure their relevance and quality.

Applicants from a diversity of disciplines are strongly encouraged to apply.

### Purpose

The Manitoba Gambling Research Program provides financial support for conferences and seminars to:

- Assist researchers to enhance their capabilities within the gambling research field.
- Become up-to-date with recent advances in the gambling field.
- Provide the opportunity to meet and interact with other researchers in the field.
- Provide the opportunity to present research to peers.

### Funding

Maximum of \$2,000 per conference or seminar.

Maximum \$4,000 per calendar year<sup>1</sup> per individual.

Commencing January 1, 2014, a maximum of \$10,000 over a five year period (e.g. January 1, 2014 to December 31, 2018) will be awarded to the same conference grant recipient.

Conferences where Manitoba Gambling Research Program funded research is being presented (including poster presentations) by the applicant do not count toward this total.

Funding will only cover travel, accommodation and registration expenses directly related to the conference or seminar.

Applications for international conferences are accepted, however no more than the maximum funding amount will be provided. Applicants are expected to submit their applications early to take advantage of early registration and booking rates.

---

<sup>1</sup>Based on the year funds are received by applicant, rather than when funds are awarded.

## Cycle

Applications are accepted at any time during the year, provided there is sufficient funding in the annual program budget. In the event the conference budget is exhausted during the year, applications will not be accepted until further notice.

Funding notifications are provided approximately thirty (30) days after the application is received.

## Eligibility

Only graduate students or individuals with an appointment at a recognized Manitoba university are eligible to apply. Applicants should be actively involved in gambling research and the conference or seminar being attended should have some gambling-related relevance.

Undergraduate students at the third and fourth year level may be considered under the following circumstances:

- they have been selected to present at the conference or seminar; or
- they have been actively involved in a gambling related research project (as a research assistant for example)\*; or
- they have written a gambling-related research paper, and intend to apply to a graduate studies program\*

\*Note that academic letters of reference are required.

## Application

Applicants must submit an application **prior** to attending the conference or seminar. Applicants are expected to submit their applications early to take advantage of early registration and booking rates. Applications received post conference will not be considered. An application template is provided in Appendix A.

The Manitoba Gambling Research Program administers grants through an electronic grants management system. Applicants submit all application materials through the *manitobagamblingresearch.com* website.

Applicants are required to create a user profile and complete an on-line application form prior to submitting an application. The application and attachments should be submitted as **one** file in PDF format. Applicants will receive an automatic email notification from the Manitoba Gambling Research Program confirming the submission of their application.

For questions regarding the application process contact:

- [info@manitobagamblingresearch.com](mailto:info@manitobagamblingresearch.com) or
- Carly Sacco at (204) 957-2500 ext. 2417

Applications in which a conflict of interest or potential conflict of interest is deemed to exist may not be considered.

## Application Review Process

Applications are first screened to eliminate submissions that do not meet basic eligibility requirements. If any aspect of a submission is unclear, clarification may be sought from the applicant. Applications not meeting the mandatory requirements will be disqualified and will receive no further consideration.

All applications are peer reviewed. Applicants will not be advised of the names of reviewers. Applications are reviewed and scored according to the following:

1. **Applicant's involvement in the gambling research field (40%)**
2. **Benefits of attending the conference or seminar (55%)**
3. **Budget (5%)**

Details on scoring are provided in Appendix A alongside the application requirements.

Applications are submitted to the Conference Grant Research Review Committee, a subcommittee of the Research Council.

## Funding Decisions

Conference grants are awarded on a competitive basis. The Research Review Committee reviews the applications and is responsible for the final decision.

In judging the comparative merits of the grants, the following will be considered:

- Peer reviews of the applications
- Whether an applicant has been awarded a previous conference grant for the current year
- Annual program budget

All applicants are notified in writing of the outcome. Decisions are final; there is no decision appeal process. Successful applicants will receive an official letter of award, and must accept in writing before the grant is activated.

## Reporting

Within thirty (30) days post conference, grant recipients are required to provide a one to two page summary of the conference or seminar including conference details (title of conference, location, dates, and overview) as well as the value of attending the event.

The report should highlight such information as sessions attended that were valuable or of interest, key learning related to gambling research or contacts made in the gambling research field, and any other relevant information that made attending the conference valuable. Please include the value of any pre or post-conference workshops, if these were attended. What was your overall experience, and how likely is it that you would attend this conference again in the future? Would you recommend this conference to others?

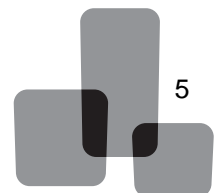
A list of grant recipients (name, university, conference or seminar) will be posted on the [manitobagamblingresearch.com](http://manitobagamblingresearch.com) website.

## **Reimbursement**

Manitoba Liquor & Lotteries issues a cheque within thirty (30) days upon receiving the conference summary report as well as copies of original receipts from the conference or seminar, including date and amount paid. The grant recipient must provide proof of travel including original boarding passes or copies of electronic boarding passes for flights. Reimbursement will be for the actual value of receipts, up to a maximum of \$2,000. Cheques can be made payable to either the grant recipient or to the sponsoring organization.

## **Acknowledgements**

Grant recipients shall acknowledge the financial support provided by the “Manitoba Gambling Research Program of Manitoba Liquor & Lotteries” in any presentations made at the conference or seminar. Poster presentations should (if possible) include the Manitoba Gambling Research Program logo, which should be obtained from Manitoba Liquor & Lotteries.



## Appendix A: Conference Grant Application Instructions

All requirements should be completed before submitting applications on *manitobagamblingresearch.com*.

✓	REQUIREMENTS
	Create a user account at <i>manitobagamblingresearch.com</i> (if you are a new applicant)
	Complete the on-line application.
	Ensure the cover page is dated with original signature by the Applicant.
	Upload the Application attachment.

The application should be submitted as **one** file in PDF format (max.15 MB), and should include the following sections in this particular order:

- Cover page
- Application
- Appendices

### 1. Cover Page

- Title stating “Application for Conference Grants”
- Applicant’s Name and Contact Information (address, telephone, email address)
- University and Program
- Position: Faculty or Student
- If student, year in program
- Conference/Seminar Name
- Conference/Seminar Location
- Conference/Seminar Dates
- Involvement: Presenter or Attendee

The cover page is required to be **dated with original signature** by the applicant.

### 2. Gambling Involvement (40%)

Briefly describe (one page maximum) your involvement (e.g., current or recent research activities, involvement with any relevant organizations, demonstration of growing interest or engagement, etc.) in the gambling research field.

Assessment Criteria: *To what extent is the applicant actively involved in gambling research?*

### 3. Benefits of Attendance (55%)

Clearly describe (one page maximum) how attendance at the conference or seminar will enhance your knowledge as a gambling researcher and is relevant to your gambling research.

Assessment Criteria: *To what extent is the conference/seminar relevant to the applicant’s involvement and interest in the gambling field? Is the conference/seminar likely to benefit the applicant’s area of research or study?*



#### 4. Budget (5%)

Provide copies of estimated quotes for:

- Travel (car rental and/or airfare, baggage fees, taxi, shuttle)
- Accommodation
- Registration

All travel arrangements should be made in the most cost-efficient and practical method available. Applicants should consult with program staff to clarify costs that are eligible for reimbursement.

##### **Airfare:**

Grant recipients must obtain the lowest rate available, not to exceed economy fare. Where possible, travel should be arranged to leave on the day of or the day before the conference starts, and return on the day of or the day after the conference ends. Where it results in net cost savings (e.g., including airfare and hotel), grant recipients are encouraged to stay additional days to benefit from lower rates. Copies of quotes for airfare must be provided to demonstrate the net cost savings when staying additional days.

Note: Costs from staying additional days for personal reasons will not be reimbursed.

##### **Car/Vehicle Rentals:**

Vehicle expenses, including for car rental, parking, gas or mileage, are allowed only if the use of a car is the most cost-efficient compared to other transportation means or if other transportation means are not available. Where car rental is necessary, reimbursement will be provided only up to the cost of an economy-level rental without added options.

##### **Foreign Currency:**

Expenses incurred in foreign currency will be reimbursed in Canadian funds. For currency conversion, grant recipients may submit copies of credit card statements used for payment which indicate the currency conversion rate, **along with copies of original receipts**. If a credit card was not used for payment or a credit card statement is not provided, an appropriate exchange rate will be determined by Manitoba Liquor & Lotteries.

##### **Ineligible Expenses:**

- Food, beverages and incidentals
- Wireless internet access
- Discretionary hotel charges
- Travel/medical insurance
- Excess baggage or weight charges (the cost of one checked bag will be reimbursed)
- Reimbursement for the value of frequent flyer loyalty points used to purchase airfare.

Note: Copies of original receipts from the conference or seminar, including date and amount paid, must be provided for reimbursement. Expenses on the receipt must be itemized. Boarding passes (print or electronic) are required.

Note: Students will be entitled to receive a meal per diem for dinner (\$16.70 CAD) for each night they are required to travel to attend the conference or seminar provided that dinner is not provided through the conference (note: per diem rates may be adjusted periodically).

**Assessment Criteria:** *Are all expenses appropriate and justified, and within the eligible expenses of the Manitoba Gambling Research Program?*

## 5. Appendices

- Please attach the Conference/Seminar Program.
- If presenting, please include a copy or description of your presentation.

