

CATALYST CONFERENCE FUND FOR PUBLIC ENGAGEMENT

Applicant Guide – 2024-25

Purpose and Objectives of the Fund

Memorial University's Catalyst Conference Fund for Public Engagement is designed to support academic conferences that align with the goals and objectives of Memorial's [Public Engagement Framework](#) by encouraging opportunities for public participation in conference activities.

The fund objectives are to:

1. Integrate opportunities for public engagement in academic conferences hosted by Memorial University.
2. Further the goals and objectives of Memorial's [Public Engagement Framework](#).
3. Further the academic mission of Memorial and help it meet its special obligation to the people of Newfoundland and Labrador.

Amount

The fund offers up to \$5,000 in support of conferences that demonstrate public involvement and engagement. A total amount of \$25,000 is available in the fund for the 2024-25 fiscal year.

Eligibility

The Catalyst Conference Fund is open to Memorial University applicants to support academic conferences that integrate public engagement activities into the overall conference program, and/or in conference/program planning. This includes online conferences and blended options (see below under Conference Venues/Options).

Proposals may be initiated by a full-time faculty member, staff member, or PhD student based at Memorial University, and may be from any discipline and from any geographic area of the province.

The fund supports any cost associated with conference activity.

Conditions

- Applicants must maintain full time status for three months after the end of the proposed conference.
- An applicant may hold the Catalyst Conference Fund in conjunction with other funds administered by the Office of Public Engagement.
- Applicants who have been funded previously through any program of the Office of Public Engagement will not be funded again if they have outstanding required reports from previous projects due.

Conference Venues/Options

Conferences may be held at any of Memorial's campuses or facilities or at any external venue. This also includes online conferences and blended options.

For online event hosting support options, please see the link [here](#).

Applications include:

- Contact details such applicant(s) name, position, department/faculty, email
- A brief description of the proposed/planned conference
- A brief description of public engagement activities and collaborative aspects in conference planning/delivery (See Assessment Criteria below)
- Budget, including associated estimated costs/expenses and expected revenue from all sources including Memorial units
- A confirmation letter of support from faculty/unit (department head or director), and for PhD students, from their academic supervisor.

Assessment Criteria

This fund supports creative approaches to engaging with the public. Your application will be strengthened by demonstrating public participation in various ways. Some examples include, but are not limited to, the following: webcasts, public lectures, open sessions, off-site visits, workshops for public participants, external participants represented on panels, and/or programming planning, committees, etc.

Applications will be assessed overall based upon the following criteria:

- Public Engagement/Public Participation: opportunities for engagement in conference activities
- Evidence of mutual contributions: by Memorial collaborators and public collaborators (i.e. in conference planning, programming planning, committee representation, etc.)
- Evidence of mutual benefits to Memorial and to external/publics
- Alignment with Memorial's [Public Engagement Framework](#)
- Conference Feasibility

Application Process

Applications must be submitted via the online application platform, [Survey Apply](#).

Assessment

Applications will be assessed by a multi-member committee comprised of Memorial faculty, staff, and/or students, as well as public partner representatives. The committee will review all applications based upon the established Assessment Criteria noted above. The committee will make recommendations to the Associate Vice-President, Public Engagement and External Relations, who approves the distribution of funds.

Notification and Acceptance

Upon receiving a notification of successful application, the principal applicant must return a signed Terms Form to the Office of Public Engagement with stated terms and conditions, signatures and FOAPAL for funds transfer.

If awarded, a final report detailing activities and outcomes must be provided to the Office of Public Engagement within one month of hosting the conference.

Memorial's Policy on Research Impacting Indigenous Groups

If your application/proposed conference activities will impact Indigenous communities, peoples, or lands according to the [Research Impacting Indigenous Groups \(RIIG\) Policy](#), Agreement in Principal (Concept Development Phase) may be required prior to submitting your application. Consult the [Indigenous Research Office](#) at Indigenousresearch@mun.ca if you have any questions about your specific project.

It is the applicant's responsibility to ensure that all relevant policies are met. Failure to do so may lead to significant project delays, inability to conduct the project as proposed, or to secure project funding.

Terms of Award

If granted a Catalyst Conference Fund for Public Engagement award, the applicant agrees that they shall:

- Enter project information into Yaffle upon acceptance of fund and return of signed terms.
- Complete a brief final report of the conference's public engagement activities no later than 30 days following the conference. (e.g. type of public engagement activities undertaken; number of attendees (internal (MUN)/external (public); budget). Report template located on [Survey Apply](#).
- Acknowledge the Office of Public Engagement (OPE) in conference program or other promotions.
- Acknowledge that OPE has the right to use all, or portions of, submitted materials on our website and through other communications channels.
- Use the funding provided for the purposes indicated and according to University and fund guidelines.
- Notify OPE in case of changes to the substance or timeline of the conference; failure to complete the conference's public engagement activities as per original proposal may result in termination of award funding.
- Funding allocation will be transferred to your department or unit. Please speak with your department/unit for details regarding accounts and expense reimbursement.

For questions about this program, please contact:

engagement@mun.ca

Access to Information and Protection of Privacy

The information on application form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the Catalyst Conference Fund for Public Engagement. If you have any questions about the collection and use of this information, please contact engagement@mun.ca