

## Application Form for Conference Travel Funds (Graduate Student)

This program has been established by the Faculty of Graduate Studies and Research to assist graduate students with travel and accommodation expenses associated with presenting a paper or poster at a conference. Maximum funding support available under this program is \$500. Completed application forms are to be submitted to the **Dean, Faculty of Graduate Studies and Research, Atrium Building Room 210**. There are two competitions per fiscal year with deadlines for submissions of April 1 and October 1. Applications will be vetted and decisions on funding will be made by the FGSR Awards Committee.

### Eligibility criteria:

- Applicants must be attending the conference for the purpose of presenting a paper or poster
- Applicants must be registered as full-time students in a graduate program at Saint Mary's University
- Applicants may only receive funding from this program once (1) during the course of their Studies

### Selection criteria:

- The proposed budget (reliability, reasonableness).
- Impact of the conference participation on the applicant's graduate program and on the profile of Saint Mary's as assessed by:
  - The explanation/justification provided by the applicant;
  - The potential impact of presenting at the conference on Saint Mary's profile;
  - The opportunities for publication of the conference presentation to a broad audience.

### Complete applications must include:

- Application form (all sections)
- Budget of estimated expenses (complete the appropriate section in application form)
- Letter of acceptance from conference organizers *and/or* copy of conference program indicating student's participation
- Abstract of the paper

### Section I – Applicant details

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Current Status: Full-time  Part-time  Year Degree Expected: \_\_\_\_\_

Local Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

***Have you previously received FGSR travel funding?***    Yes     No

**Section II – Conference Information**

Title of Conference: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Presenting:    Paper     Poster

Title of Paper or Poster: \_\_\_\_\_

**Section III – Estimated Costs**

Registration Fees \$ \_\_\_\_\_

Transportation ( \_\_\_\_\_ ) \$ \_\_\_\_\_

Lodging ( \_\_\_\_\_ nights @ \$ \_\_\_\_\_ each) \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

**TOTAL EXPENSES** **\$ \_\_\_\_\_**

Amount of Request \$ \_\_\_\_\_

Other funding you have secured to defray the cost  
of presenting at this conference \$ \_\_\_\_\_

List additional sources of funding you have applied for and/or received. Include departmental support as appropriate. If your application for funding was denied, indicate why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your efforts to secure additional funding and indicate the sources consulted. What efforts have you made to reduce costs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section IV – Potential Impact of Conference Participation**

On attached page(s) please provide:

(i) An explanation of the potential impact of the conference participation on your graduate program and/or your scholarly activity/research program (up to 1 page).

(ii) An explanation of the potential impact of presenting at the conference on Saint Mary's profile (up to 1/2 page).

(iii) A brief explanation of the opportunities for publication of the conference presentation (if applicable) to a broader audience.

**Section V – Verification of Applicant Information**

I affirm that the above information is true and correct.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Section VI– Approval and Recommendations**

*This section is to be completed by the student's supervisor*

I confirm that this student has maintained a good standing within the program.

I confirm that this conference is important for this student's particular field of study.

Comment on the importance of the conference to the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This section is to be completed and signed by the Graduate Program Coordinator.*

I confirm that this student has maintained a good standing within the program.

I confirm that this conference is important for this student's particular field of study.

I recommend that this student attend this conference for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Updated May 2012*